I. INVOCATION: PASTOR RAMON DUVALL OF THE BEACHSIDE FELLOWSHIP CHURCH

II. PLEDGE OF ALLEGIANCE: MAYOR GAYLE F. OBERST

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. HJW CONSENT AGENDA
   1 REVISION OF THE CITY MASTER AUDIT LIST TO REMOVE OBSOLETE ITEMS. All Departments have been asked to update their audit lists for surplus/obsolete equipment/vehicles/etc. These items are to be removed from the Master Audit List and STAFF RECOMMENDS approval to remove these items. By approval of this matter in the Consent Agenda, the City Council makes a finding of surplus for these items and approves their removal from the Master Audit List.

VI REGULAR AGENDA ITEMS - DISCUSSION/ACTION

<table>
<thead>
<tr>
<th>NO.</th>
<th>OFFICIAL</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GFO</td>
<td>&quot;BEACH CARE SERVICES MONTH&quot; PROCLAMATION &amp; PRESENTATION.</td>
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<tr>
<td>2</td>
<td>MG</td>
<td>CIVIL SERVICE BOARD MEMBER COUNCIL APPOINTMENT.</td>
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<td>3</td>
<td>ML</td>
<td>BID-A-WEE BUILDING HEIGHTS-DISCUSSION.</td>
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<td>4</td>
<td>ML</td>
<td>PROPOSED ASSISTANT PLANNER JOB DESCRIPTION.</td>
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<td>5</td>
<td>MG</td>
<td>RESOLUTION 15-120, INITIAL ASSESSMENT RESOLUTION FOR NUISANCE ABATEMENT ASSESSMENTS.</td>
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<tr>
<td>6</td>
<td>MG</td>
<td>RESOLUTION 15-124, ATKINS NORTH AMERICA VALUE ENGINEERING STUDY TASK ORDER 16, SUPPLEMENTAL AGREEMENT 13, FRONT BEACH ROAD SEGMENT 2 IMPROVEMENT PROJECT.</td>
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<td>7</td>
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<td>RESOLUTION 15-125, BUDGET AMENDMENT #37 FOR LEAVE NO TRACE FUNDING, PUBLIC HEARING.</td>
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<td>8</td>
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<td>RESOLUTION 15-127, BIDS- KNUCKLEBOOM TRASH LOADER AND DUMP BODY PURCHASE.</td>
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<td>9</td>
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<td>RESOLUTION 15-128, UPDATE OF LOCAL MITIGATION PLAN.</td>
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<td>RESOLUTION 15-129, EXTENDING SCOOTER REGISTRATION BAN.</td>
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<td>MG</td>
<td>UTILITY SYSTEM SURPLUS PROPERTY.</td>
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<td>12</td>
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<td>UPDATED JOB DESCRIPTIONS FOR PUBLIC WORKS AND UTILITY DEPARTMENTS.</td>
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<td>RECOMMENDATION FOR RISK MANAGEMENT/CITY CLERK HIRE.</td>
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<td>CITY MANAGER UPDATE.</td>
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JOHN REICHARD     X     JOHN REICHARD     X
RICK RUSSELL      X     RICK RUSSELL      X
JOSIE STRANGE     X     JOSIE STRANGE     X
KEITH CURRY       X     KEITH CURRY       X
GAYLE OBERST      X     GAYLE OBERST      X
I certify that the Council members listed above have been contacted and given the opportunity to include items on this agenda.

City Clerk

IN AN EFFORT TO CONDUCT YOUR COUNCIL MEETINGS IN AN ORDERLY AND EXPEDITIOUS MANNER, WE RESPECTFULLY REQUEST THAT YOU WAIT UNTIL THE CHAIR RECOGNIZES YOU TO SPEAK, THEN COME TO THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD.

E-mailed and/or Faxed to following interested parties on: 8/11/15 2 P.M.

NEWS MEDIA       CONTACT
News Herald       John Henderson
Bullet            Editor
Channel 4         Ryan Rodig
Channel 7         Rex Ogburn
Channel 13        Ken McVay
Comcast           Kay C. McWilliams
WOW               Cil Schnitker
WKGC              Emily Balazs
WLTG              A. D. Whitehurst
Magic Broadcasting Chris Allen
Clear Channel     Crystal Presley
Panama City Radio Brandon Andrews

NOTE: COPIES OF THE AGENDA ITEMS ARE POSTED ON THE CITY’S WEBSITE WWW.PCBGOV.COM UNDER "AGENDA INFORMATION".

THIS MEETING WILL BE LIVE-STREAMED ON THE CITY WEBSITE.

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding, and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

Sec. 286.0105, FS (1995)

Regular Agenda
August 13, 2015
CONSENT AGENDA
ITEM #1,

REVISION OF MASTER AUDIT LIST
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<th>City ID</th>
<th>Year</th>
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<th>Recommended Disposition</th>
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<td>08/13/15</td>
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</tbody>
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**Revision of the City Master Audit List to Remove Obsolete Items:**

Departments have been asked to update their audit lists for surplus/obsolete equipment/vehicles/etc. These items are to be removed from the Master Audit List and STAFF RECOMMENDS approval to remove these items. By adoption of this matter in the Consent Agenda, the City Council makes a finding of surplus for these items and approves their removal from the Master Audit List.

8/13/15
REGULAR AGENDA
ITEM #1,
BEACH CARE SVCS
PROCLAMATION
~Proclamation~

A PROCLAMATION PAYING TRIBUTE
TO BEACH CARE SERVICES AND STAFF
BY PROCLAIMING
SEPTEMBER, 2015
AS
"BEACH CARE SERVICES MONTH"

WHEREAS, founded in 1999, the mission of Beach Care Services is to provide short-
term emergency assistance to the needy people on the Beach; and

WHEREAS, Beach Care Services refer clients to other social service agencies in Bay
County when their specialized needs require long-term assistance; and

WHEREAS, Beach Care Services has the slogan “Locals Helping Locals” and help the
needy via rent assistance, utility payments, transportation, and
prescriptions; and

WHEREAS, Beach Care Services is totally staffed by volunteers and supported by
donations from the community; and

WHEREAS, Beach Care Services also acts as a referral service for hundreds of people
every year to other social service agencies for food, clothing, household
items, medical/mental care, employment services, rehabilitation services,
and many other short-term needs; and

WHEREAS, in 2014, Beach Care Services assisted over 800 clients and spent more than
$82,000 for client services, over half being for utilities; and

WHEREAS, Beach Care Services work to keep families intact, many clients being a
payday or so away from being homeless; and

NOW, THEREFORE, BE IT RESOLVED that I, Gayle F. Oberst, as Mayor of the City of
Panama City Beach do hereby proudly proclaim the month of September,
2015 as

"BEACH CARE SERVICES MONTH"

in the City of Panama City Beach, to honor the volunteers for their tireless
efforts to help the needy in our own community.

IN WITNESS WHEREOF, I have hereunto set My Hand and caused
the Official Seal of the City of Panama City Beach to be affixed this
Thirteenth of August, in the Year of Our Lord Two Thousand
Fifteen.

Gayle F. Oberst, Mayor

ATTEST:

Holly J. White, City Clerk

AGENDA ITEM #
REGULAR AGENDA
ITEM #2,
CIVIL SVC BOARD MEMBER COUNCIL APPOINTMENT
The Council appointment will expire 9/30/15. Current appointment Phil Chester has elected not to serve again as he has filed to run for a City Council seat. If directed, an application will be posted on the website for qualified applicants and the Council may choose the member at the 9/10/15 meeting.

The Employee representative seat will be discussed/elected at the Employee Meeting September 9th.

Annually, the City Council chooses the Chair for the Planning Board. It is proposed for this selection to come to the Council at the 9/10/15 meeting.
REGULAR AGENDA

ITEM #4,

PROPOSED ASST PLANNER JOB DESCRIPTION
MEMORANDUM

August 5, 2015

TO: Mr. Mario Gisbert, City Manager

FROM: Mel Leonard, Director of Building and Planning

RE: Proposed Assistant Planner Job Description

Attached is a proposed job description to create an Assistant Planner position in the Building and Planning Department. It is intended that this position will only be filled if the Administrative Aide – Planning position becomes vacant rather than having both positions occupied simultaneously. The proposed job code is 34 which is the mid-point between the job codes of the Administrative Aide – Planning position (Job Code – 29) and the Senior Planner position (Job Code – 39). This position has all the duties of the Administrative Aide – Planning classification but with some of the duties of the Senior Planner classification (such as some site plan review and report preparation).

Please contact me if you need any additional information on this matter. Thank you and the Council for consideration of this request.
# CITY OF PANAMA CITY BEACH

## Building and Planning Department

### Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Planner</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Building and Planning Department</td>
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<tr>
<td>Reports To:</td>
<td>Director of Building and Planning</td>
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<tr>
<td>Job Code:</td>
<td>34</td>
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<tr>
<td>Prepared By:</td>
<td>Mel Leonard</td>
</tr>
<tr>
<td>Approved By:</td>
<td></td>
</tr>
<tr>
<td>Prepared Date:</td>
<td>07/8/2015</td>
</tr>
<tr>
<td>Approved Date:</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY:** This position is responsible for specialized work in assisting the Director of Building and Planning and the Building Official/Inspector in seeing that the Ordinances, codes and laws of the City of Panama City Beach are carried out according to the constitution, law, the Comprehensive Plan and the Land Development Code. Work is performed under the primary supervision of the Building and Planning Director and secondary supervision by the City Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- answers phone inquiries;
- provides information to the general public regarding zoning and building requirements, animal control, business licensing, addressing, and code enforcement;
- types correspondence;
- assists with various applications;
- keeps records and makes reports;
- maintains plat files;
- performs necessary accounting;
performs secretarial duties for the Planning Board and the Tree Board;

enters permits and receipts in the computer;

schedules inspections for the Director and Senior Planner;

notarizes documents;

maintains zoning documents for alcoholic beverage licenses;

maintains files on plans for development orders, conditional uses, variances, rezonings and appeals;

has a good working knowledge of the City's Comprehensive Plan, Land Development Regulations and city ordinances;

assists with Planning and Zoning reports;

conducts review of site plans and other applications as needed;

assists with the review of traffic studies and with obtaining traffic counts as needed;

assists with processing applications for variances, annexations, conditional uses, appeals and rezonings;

assists with public notice requirements for applications including posting of signs, advertisements in the newspaper and public notice mailings;

maintains the Department's multiple webpages as well as other City-wide website issues as needed;

assists with licenses and license taxes, animal control, addressing and code enforcement;

puts together agenda information materials for the City Council when considering matters involving any of the Divisions of the Department, the Planning Board and/or the Tree Board;
assists with amendments to the Land Development Code, Comprehensive Plan and Code of Ordinances;

handles purchasing, invoices and receipts for all the Divisions of the Department;

assists Business Licensing with computer program items, procedures for payments and the short-term rental licensing program;

ensures complete applications for Development Orders and requests to the Planning Board or Tree Board;

operates audio/visual equipment at Planning Board and Tree Board meetings;

coordinates with other departments regarding Development Order applications and other permits as necessary;

coordinates applications and inspections for the Doggie Dining Ordinance;

completes payroll for all Divisions of the Department;

attends the Safety Board as the Department’s representative; and,

provides expert testimony at public hearings regarding notice requirements and other issues as necessary.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Design – Generates creative solutions; Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Public Service – Manages difficult or emotional situations; Responds promptly to the general public’s needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Focuses on solving conflicts, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication – Writes clearly and informatively; Edits works for spelling and grammar; Able to read and interpret written information.

Teamwork – Balances departmental and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

Visionary Leadership – Displays passion and optimism; Inspires respect and trust.

Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management – Demonstrates accuracy and thoroughness.

Business Acumen – Understands implications of decisions.

Cost Consciousness – Conserves organizations resources.

Diversity – Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.
Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; “Works ethically and with integrity; Upholds departmental values.

Departmental Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values.

Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivations – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing – Uses time efficiently.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity – Completes work in timely manner; Works quickly.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Seeks increased responsibilities; Asks for and offers help when needed.

Innovation – Displays original thinking and creativity.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Considerable experience working with land development regulations, comprehensive plans, dealing with the public and in issuing licenses and permits is required. High school diploma or general education degree (GED) with business school training required. Some experience in clerical work involving typing with average to above average ability. A comparable amount of training or experience may be substituted for the minimum qualifications.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine correspondence. Ability to speak effectively before groups as well as one-on-one.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate accurately.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of internet software, spreadsheet software, word processing software and map/aerial software.
CERTIFICATIONS, LICENSES, REGISTRATIONS: Must possess a valid Florida Driver’s License and have the ability to become an approved user of the State of Florida’s DAVE system used for vehicle registrations.

OTHER SKILLS and ABILITIES: Typing skills must be 55 correct words per minute; must be dependable; knowledge of standard office and clerical practices and procedures; knowledge and proficiency in the use of standard office machines; knowledge and proficiency of Microsoft Word, and Excel; knowledge of the legal documents utilized in municipal government and the procedures necessary to process them; ability to establish and maintain a good working relationship with City officials, department heads, other City employees and the general public; must be able to perform illustrative duties and essential eligibility tasks in a manner which is not a direct threat or significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures of the City Clerk's Office, or by the provision of auxiliary aids. "Direct threat" shall be determined pursuant to 28 CFR, Section 36.208.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally must work near moving mechanical parts. The noise level in the work environment is usually moderate.
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signature of Employee

Date
REGULAR AGENDA

ITEM #5,

RESOLUTION 15-120
RESOLUTION 15-120

CITY OF PANAMA CITY BEACH, FLORIDA

INITIAL ASSESSMENT RESOLUTION
FOR NUISANCE ABATEMENT ASSESSMENTS

ADOPTED AUGUST 13, 2015
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APPENDIX A FORM TO BE PUBLISHED
APPENDIX B FORM TO BE MAILED
RESOLUTION NO. 15-120

A RESOLUTION OF THE CITY COUNCIL OF PANAMA CITY BEACH, FLORIDA, RELATING TO THE DELIVERY OF NUISANCE ABATEMENT RELATED SERVICES WITHIN THE CITY; PROVIDING FOR NUISANCE ABATEMENT ASSESSMENTS WITHIN THE CITY'S FRONT BEACH ROAD COMMUNITY REDEVELOPMENT AREA; ESTIMATING THE SERVICE COST TO PROVIDE NUISANCE ABATEMENT RELATED SERVICES AND PROGRAMS; ESTABLISHING THE METHOD OF ASSESSING THE NUISANCE ABATEMENT RELATED SERVICE COST AGAINST REAL PROPERTY SPECIALLY BENEFITED; DIRECTING THE CITY MANAGER TO PREPARE A PRELIMINARY NUISANCE ABATEMENT ASSESSMENT ROLL; ESTABLISHING A PUBLIC HEARING TO CONSIDER IMPOSITION OF THE PROPOSED NUISANCE ABATEMENT ASSESSMENTS; DIRECTING THE PROVISION OF NOTICE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AS FOLLOWS:

ARTICLE I
INTRODUCTION

SECTION 1.01. AUTHORITY. This Resolution of the City of Panama City Beach, Florida (the "City"), is adopted pursuant to City Ordinance Nos. 947 and 1313 as amended from time to time and codified in Chapter 28 of the Code of Ordinances of the City of Panama City Beach (the "Assessment Ordinance"), City Ordinance No. 1294 (the "Nuisance Ordinance") (collectively, the "Nuisance Abatement Ordinances"), Article VIII,
Section 2, Florida Constitution, Sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 1.02. DEFINITIONS. This Resolution constitutes the Initial Assessment Resolution as defined in the Assessment Ordinance. All capitalized words and terms not otherwise defined herein shall have the meaning set forth in the Assessment Ordinance. As used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires.

"Assessment Area" means all property within the Front Beach Road Community Redevelopment Area within the incorporated area of Panama City Beach.

"Assessed Property" means all parcels of real property included in the Nuisance Abatement Assessment Roll that receive a special benefit from or relieve a burden attributable to Nuisance Abatement Services or Nuisance Abatement Improvements.

"Assessment" means a special assessment (sometimes also characterized as a non-ad valorem assessment) imposed by the City against property located within the boundaries of the City of Panama City Beach Assessment Area for the costs of services, facilities or programs which provide a special benefit to, or relieve a burden attributable to, one or more parcels of land within the Assessment Area, by eliminating or abating a public nuisance, computed in the manner described in Article III hereof.

"City" means the City of Panama City Beach, Florida.

"City Clerk" means the clerk of the City Council.
"City Code" means the Code of Ordinances for Panama City Beach.

"City Manager" means the chief executive officer of the City, or such person's designee responsible for coordinating Assessments as provided herein.

"Nuisance" shall mean a Nuisance or Public Nuisance, as defined in the Nuisance Ordinance, ultimately abated by the City after notice to and failure by the owner of the Tax Parcel on which the nuisance is located to timely or completely abate the nuisance.

"Nuisance Abatement Assessment" means Assessment, as defined in the Assessment Ordinance, lawfully imposed by the Council against Assessed Property to fund all or any portion of the cost of the provision of Nuisance Abatement Services, in accordance with the Nuisance Abatement Ordinance, necessary to abate a violation of the Panama City Beach Code of Ordinances present on the affected Tax Parcel.

"Nuisance Abatement Assessment Roll" means the roll created pursuant to Section 2.04 of the Assessment Ordinance and described in Section 2.02 hereof that includes a summary description of each Tax Parcel subject to the Nuisance Abatement Assessment, the name of the owner of each Tax Parcel as shown on the Tax Roll, and the Assessment to be imposed on each Tax Parcel shown.

"Nuisance Abatement Improvement" means land, capital assets, services or improvements acquired, constructed, replaced, demolished, relocated or provided to abate a Nuisance existing on a Tax Parcel.
"Nuisance Abatement Service" means any work authorized in accordance with the Nuisance Abatement Ordinance and necessary to remove or otherwise abate a Nuisance located on a Tax Parcel, in accordance with the Nuisance Abatement Ordinance, including but not limited to review, planning, investigation, analysis, permitting, notice, enforcement, remediation, improvement, demolition or removal services.

"Nuisance Abatement Service Cost" means the Service Cost, as defined in the Assessment Ordinance, that is properly attributable to the provision of the Nuisance Abatement Services under generally accepted accounting principles, including, without limiting the generality of the foregoing: (A) the costs incurred by the City, including all actual, administrative, and collection costs, in performing any work authorized in accordance with the Nuisance Abatement Ordinance and necessary to abate a Nuisance located on a Tax Parcel, in accordance with the Nuisance Abatement Ordinance; and (B) costs associated with review, planning, investigation, analysis, permitting, notice, enforcement, remediation, improvement, provision of services, demolition or removal, or any combination of those, to abate a public nuisance; and (C) interest and reimbursement to the City or any other Person for any moneys advanced for any costs incurred by the City or such Person in connection with any of the foregoing components of a Nuisance Abatement Service Cost.

"Tax Parcel" means a parcel of property to which the Bay County Property Appraiser has assigned a distinct ad valorem property tax identification number.

"Uniform Assessment Collection Act" means Sections 197.3632 and 197.3635, Florida Statutes, or any successor statutes authorizing the collection of non-ad valorem
assessments on the same bill as ad valorem taxes, and any applicable regulations
promulgated thereunder.

SECTION 1.03. INTERPRETATION. Unless the context indicates otherwise,
words importing the singular number include the plural number, and vice versa; the terms
"hereof," "hereby," "herein," "hereto," "hereunder" and similar terms refer to this Resolution;
and the term "hereafter" means after, and the term "heretofore" means before, the effective
date of this Resolution. Words of any gender include the correlative words of the other
gender, unless the sense indicates otherwise.

SECTION 1.04. FINDINGS. It is hereby ascertained, determined and declared
that:

(A) Pursuant to Article VIII, Section 2(b) of the Florida Constitution, and Sections
166.021 and 166.041, Florida Statutes, the City Council has all powers of local self-
government to perform municipal functions and to render municipal services except when
prohibited by law and such power may be exercised by the enactment of legislation in the
form of City ordinances.

(B) The City Council may exercise any governmental, corporate, or proprietary
power for a municipal purpose except when expressly prohibited by law, and the City
Council may legislate on any subject matter on which the Legislature may act, except those
subjects described in (a), (b), (c), and (d) of Section 166.021(3), Florida Statutes. The subject
matter of paragraphs (a), (b), (c) and (d) of Section 166.021(3), Florida Statutes, are not
relevant to imposition of the Nuisance Abatement Assessments within the City.

(C) The City is authorized by Article VIII, Section 2 of the State Constitution, Section 166.021, Florida Statutes, the Nuisance Abatement Ordinances, the Uniform Assessment Collection Act, and other applicable provisions of law, to provide for the imposition and collection of charges in the form of special assessments, such impositions also being sometimes characterized as non-ad valorem assessments.

(D) The Council has enacted the Assessment Ordinance and the Nuisance Abatement Ordinance to authorize the imposition of Nuisance Abatement Assessments to fund the Nuisance Abatement Service Cost to benefit property in the Assessment Area.

(E) Prior to the adoption of the Assessment Roll but subsequent to the adoption of the Assessment Ordinance and Nuisance Abatement Ordinance, the City incurred costs related to the abatement of one or more public nuisances and the remediation or improvement of property in accordance with the Nuisance Abatement Ordinance, which costs remain outstanding, and are properly included within the Nuisance Abatement Service Cost.

(F) The provision of Nuisance Abatement Services have specially benefitted the Tax Parcels to be assessed and enhanced the utilization and enjoyment of the Tax Parcels by one more of the following: (1) protecting or enhancing the value and use of the property through the elimination of an existing code violation that presents a serious threat to the public health, safety, and welfare; (2) providing increased safety and better access to the
property; (3) improving the property's appearance; (4) rendering the property more adaptable to a current or reasonably foreseeable new and higher use; (5) fostering the enhancement of environmentally responsible use and enjoyment of the property; and (6) eliminating the accrual of daily fines imposed on the property due to the original code violation.

(G) The Nuisance Abatement Service Costs consists of costs incurred by the City, including all actual, administrative, service and collection costs, in performing any work necessary to abate a nuisance located on an affected Tax Parcel. The Council hereby determines that the Nuisance Abatement Service Cost provides a special benefit to each Tax Parcel to be assessed, and that it is fair and equitable to allocate the Nuisance Abatement Service Cost to Tax Parcels predominately benefited by the removal or abatement of the public nuisance from that Tax Parcel and the reciprocal relief of the burden caused by the Nuisance, based upon the actual, administrative, services and collection costs incurred by the City in abating the nuisance located on the Tax Parcel and which costs are uniquely attributable to that Tax Parcel.

ARTICLE II

NOTICE AND PUBLIC HEARING

SECTION 2.01. ESTIMATED NUISANCE ABATEMENT SERVICE COST.

(A) The estimated Nuisance Abatement Service Cost to be recovered through Nuisance Abatement Assessments for the Fiscal Year commencing October 1, 2015 is
$116,029.78. The Nuisance Abatement Service Cost incurred in Fiscal Year commencing October 1, 2014, will be recovered through the imposition of Nuisance Abatement Assessments, as provided herein.

(B) The estimated Nuisance Abatement Service Cost is hereby allocated among the following Tax Parcels for Service Costs incurred by the City in the Fiscal Year commencing October 1, 2014:

<table>
<thead>
<tr>
<th>PARCEL ID</th>
<th>PROPERTY OWNER</th>
<th>SERVICE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>34895-000-000</td>
<td>Lakeshore Capital Investments, LLC</td>
<td>$59,031.47</td>
</tr>
<tr>
<td>34930-000-000</td>
<td>Lakeshore Capital Investments, LLC</td>
<td>$56,998.31</td>
</tr>
</tbody>
</table>

TOTAL NUISANCE ABATEMENT ASSESSMENTS $116,029.78

This Nuisance Abatement Service Cost will be collected through the imposition of Assessments against property located within the City in the manner set forth in Section 3.04 hereof.

(C) The estimated Nuisance Abatement Assessments established in this Initial Assessment Resolution shall be the estimated service costs applied by the City Manager in the preparation of the preliminary Nuisance Abatement Assessment Roll for the Fiscal Year commencing October 1, 2015, as provided in Section 2.02 of this Initial Assessment Resolution.

SECTION 2.02. NUISANCE ABATEMENT ASSESSMENT ROLL. The City Manager is hereby directed to prepare, or cause to be prepared, a preliminary Nuisance Abatement Assessment Roll for the Fiscal Year commencing October 1, 2015, in the manner
provided in Section 2.04 of the Assessment Ordinance. The Nuisance Abatement Assessment Roll shall include all Tax Parcels identified in Section 2.01 hereof. The City Manager shall apportion the estimated Nuisance Abatement Service Cost to be recovered through Nuisance Abatement Assessments in the manner set forth in this Initial Assessment Resolution. A copy of this Initial Assessment Resolution and the preliminary Nuisance Abatement Assessment Roll shall be maintained on file in the office of the City Clerk and open to public inspection.

SECTION 2.03. PUBLIC HEARING. There is hereby established a public hearing to be held at 6:00 PM on September 10, 2015, in City Council Chambers of City Hall, City Hall, 110 South Arnold Road, Panama City Beach, Florida, at which time the City Council will receive and consider any comments on the Nuisance Abatement Assessments from the public and affected property owners and consider imposing Nuisance Abatement Assessments collecting such assessments on the same bill as ad valorem taxes.

SECTION 2.04. NOTICE BY PUBLICATION. The City Manager shall direct the publication of a notice of the public hearing authorized by Section 2.03 hereof in the manner and time provided in Section 2.05 of the Ordinance. The notice shall be published no later than August 17, 2015, in substantially the form attached hereto as Appendix A.

SECTION 2.05. NOTICE BY MAIL. The City Manager shall direct the publication of a notice of the public hearing authorized by Section 2.03 hereof in the
manner and time provided in Section 2.06 of the Ordinance. The notice shall be mailed no later than August 17, 2015, in substantially the form attached hereto as Appendix B.

ARTICLE III

ASSESSMENTS

SECTION 3.01. NUISIBLE ABATEMENT ASSESSMENTS TO BE IMPOSED IN ASSESSMENT AREA.

(A) Pursuant to Section 2.02 of the Assessment Ordinance, Nuisance Abatement Assessments are to be imposed on those certain Tax parcels located within the City's Front Beach Road Community Redevelopment Area on which Nuisance Abatement Improvements or Nuisance Abatement Services have been undertaken or performed by the City.

(B) The Front Beach Road Community Redevelopment Area has been identified by the City as an area to be redeveloped as an attractive, inviting, easily accessible beach oriented pedestrian, public beach, recreation and tourism corridor that promotes a favorable identity for the Panama City Beach and the overall Bay County community. The plan formally adopted by the City for this Area has as one of its community objectives the maintenance of a safe and clean environment.

SECTION 3.02. IMPOSITION OF ASSESSMENTS. Nuisance Abatement Assessments shall be imposed against those Tax Parcels identified in Section 2.01 located
within the Assessment Area, and shall be computed for each Tax Parcel in accordance with this Article III. When imposed, the Assessment for each Fiscal Year shall constitute a lien upon the Tax Parcels located within the Assessment Area pursuant to the Assessment Ordinance.

SECTION 3.03 COMPUTATION OF NUISANCE ABATEMENT ASSESSMENT.

(A) The Nuisance Abatement Assessment identified in Section 2.01 shall be calculated and apportioned based upon the actual costs incurred by the City in performing any work necessary to abate or correct a violation of the Code of Ordinances of the City of Panama City Beach for each specific Tax Parcel identified in Section 2.01.

(B) It is hereby ascertained, determined, and declared that the method of determining the Nuisance Abatement Assessments for nuisance abatement related services as set forth in this Initial Assessment Resolution is a fair and reasonable method of apportioning the Nuisance Abatement Service Cost among parcels of Assessed Property located within the Assessment Area.

SECTION 3.04. APPLICATION OF ASSESSMENT PROCEEDS. Proceeds derived by the City from the Nuisance Abatement Assessments will be utilized to reimburse the City for the actual costs arising from its provision of Nuisance Abatement related services, facilities, and programs.

SECTION 3.05. COLLECTION OF ASSESSMENTS. The Nuisance Abatement Assessments shall be collected pursuant to the Uniform Assessment Collection Act.
ARTICLE IV

GENERAL PROVISIONS

SECTION 4.01. CONFLICTS. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4.02. SEVERABILITY. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

SECTION 4.03. EFFECTIVE DATE. This Initial Assessment Resolution shall take effect immediately upon its passage and adoption.

PASSED, ADOPTED AND APPROVED ____ day of __________, 2015.

CITY COUNCIL OF PANAMA CITY BEACH, FLORIDA

By: ____________________________
Gayle F. Oberst, Mayor

(SEAL)

Attest:

By: ____________________________
Holly J. White, City Clerk
APPENDIX A

FORM OF NOTICE TO BE PUBLISHED

To be published on or before August 17, 2015.

(Map of Front Beach Road Community Redevelopment Area)

NOTICE OF HEARING
TO IMPOSE AND PROVIDE FOR COLLECTION OF SPECIAL ASSESSMENTS

Notice is hereby given that the City Council of Panama City Beach, Florida, will conduct a public hearing to consider adoption of a final assessment resolution related to the nuisance abatement imposition of special assessments to reimburse the City for services undertaken by the City of Panama City Beach to abate a nuisance on the following properties:

<table>
<thead>
<tr>
<th>PARCEL ID</th>
<th>PROPERTY OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>34895-000-000</td>
<td>Lakeshore Capital Investments, LLC</td>
</tr>
<tr>
<td>34930-000-000</td>
<td>Lakeshore Capital Investments, LLC</td>
</tr>
</tbody>
</table>

The Nuisance Abatement final assessment resolution will provide for the imposition of special assessments, sometimes characterized as non-ad valorem assessments, against property located within the boundaries of the Front Beach Road Community Redevelopment Area and collection of the assessments by the uniform billing method described in Section 3.01 of City Ordinance No. 947. The hearing will be held at 6:00 PM on September 10, 2015 at City Council Chambers of City Hall, City Hall, 110 South Arnold Road, Panama City Beach, Florida. All affected property owners have a right to appear at the hearing and to file written objections with the City Council within twenty (20) days of this notice.

The assessments have been proposed to fund nuisance abatement related essential services and improvements throughout the Front Beach Road Community Redevelopment Area. The assessment for each tax parcel within the Assessment Area will be based upon the actual costs incurred by the City attributable to the abatement of a nuisance on each tax parcel as of the date the assessments are imposed. A more specific description of the nuisance abatement related services and improvements and the method of computing the assessment for each parcel of property are set forth in the Initial Assessment Resolution adopted by the City Council on August 13, 2015. Copies of the Initial Assessment Resolution and the preliminary Nuisance Abatement Assessment Roll together with
Ordinances 947 and 1313 (the Assessment ordinance) and Ordinance 1294 (the Nuisance Ordinance) are available for inspection at the office of the City Clerk, located at City Hall, 110 South Arnold Road, Panama City Beach, Florida.

If you have any questions, please contact the City Clerk's Office at (850) 233-5100.

ANY PERSON WISHING TO ENSURE THAT AN ADEQUATE RECORD OF THE PROCEEDINGS IS MAINTAINED FOR APPELLATE PURPOSES IS ADVISED TO MAKE THE NECESSARY ARRANGEMENTS FOR RECORDING AT HIS OR HER OWN EXPENSE.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT 850-233-5100.
APPENDIX B

FORM OF NOTICE TO BE MAILED

PANAMA CITY BEACH, FLORIDA

NOTICE OF HEARING
TO IMPOSE AND TO PROVIDE FOR COLLECTION OF
NUISANCE ABATEMENT RELATED SPECIAL ASSESSMENTS IN PANAMA CITY
BEACH

August 14, 2015

[Property Owner Name]
[Street Address]
[City, State and Zip]

Re: Tax Parcel Number [Insert Number]

Dear Property Owner:

In accordance with Section 197.3632, Florida Statues, notice is hereby given by the City of Panama City Beach that a non-ad valorem assessment for nuisance abatement services using the tax bill collection method, may be levied on your property for the fiscal year beginning on October 1, 2015. The purpose of this assessment is to recover costs arising from nuisance abatement services for the abatement of nuisances benefitting affected properties located within the City’s Front Beach Road Community Redevelopment Area. The total property abatement assessment revenue to be collected is estimated to be [ ] for the fiscal year beginning October 1, 2015. The assessment of each parcel of property will be based upon the extent of work necessary to abate or correct a violation of the City’s Code of Ordinances. The assessment will include the actual costs incurred by the City in performing any work necessary to abate or correct violations for unsafe structures or abatement of nuisances or both, including all labor, materials, disposal and administrative costs.

Copies of the Initial Assessment Resolution and the preliminary Nuisance Abatement assessment roll describing the assessments are available for your review at the offices of the
City Clerk, located at City Hall, 110 South Arnold Road, Panama City Beach. Information regarding the assessment for your specific property is included below.

The total amount of actual and administrative costs incurred by the City in performing the work necessary to abate or correct a violation of the City's Code of Ordinances on the above referenced parcel is $[ ] ("Nuisance Abatement Cost"). The Nuisance Abatement Assessment for the above parcel is $[ ] for the fiscal year beginning October 1, 2015.

The nuisance abatement service non-ad valorem assessment amount shown on this notice will be collected by the Bay County Tax Collector on the tax bill to be mailed in November 2015. Florida law requires that the City must inform you that failure to pay your assessment may result in foreclosure or the issuance of a tax sale certificate in the future. The City has the right to foreclose and collect delinquent assessments in any manner provided by law.

Until paid, the Nuisance Abatement assessment will constitute a lien against assessed property equal in rank and dignity with the liens of all state, City, district, or municipal taxes and other non-ad valorem assessments. Assessments shall become delinquent if not paid within thirty (30) days from the due date.

The City, in its sole discretion, shall determine whether to provide a program of hardship assistance, either through monetary contributions or extended payment terms, to City residents who are living below or close to the poverty level and are at risk of losing title to their homes as a result of the imposition of a Nuisance Abatement Assessment.

The City Council will hold a public hearing at 6:00 PM on September 10, 2015, in the City Council Chambers at City Hall, 110 South Arnold Road, Panama City, Florida, for the purpose of receiving comments on the proposed assessments. You are invited to attend and participate in the hearing. You may also file written objections with the City Council prior to or during the hearing. If you decide to appeal any decision made by the City Council with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.
If you have any questions, please contact the City Clerk’s office at 850-233-5100.

THIS IS NOT A BILL. DO NOT SEND PAYMENT.

PANAMA CITY BEACH, FLORIDA

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT 850-233-5100.
REGULAR AGENDA
ITEM #6*,

RESOLUTION 15-124
RESOLUTION 15-124

BE IT RESOLVED that the City of Panama City Beach hereby approves the renewal and extension of that Master Services Agreement between the City and Atkins North America, Inc. (ATKINS), f/k/a Post, Buckley, Schuh & Jernigan, Inc. (PBS&J), for Professional Engineering Services needed to implement the Front Beach Road Community Redevelopment Plan until the completion of the Front Beach Road Segment 2 Redevelopment Project; and

BE IT FURTHER RESOLVED that the appropriate officers of the City are authorized but not required to execute and deliver on behalf of the City that certain Supplemental Agreement 13 to Task Order 16, between the City and ATKINS, for Value Engineering Analysis and Updates to Plans and Specifications relating to the Front Beach Road Segment 2 Redevelopment Project, in a total amount of Forty Nine Thousand Nine Hundred Eighty Dollars and No Cents ($49,980.00), in substantially the form attached and presented to the Council today, draft dated July 29, 2015, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of _____________, 2015.

CITY OF PANAMA CITY BEACH

By: ____________________________
    Gayle F. Oberst, Mayor

ATTEST:

Holly White, City Clerk
MEMORANDUM

To: Mario Gisbert
CC: Paul Casto, Holly White
From: Kelly Jenkins
Date: July 30, 2015
Subject: ATKINS Task Work Order 16-Supplemental Agreement 13, Front Beach Road Segment 2 Value Engineering Analysis & Updates to Plans

A Request for bids for the Front Beach Road Segment 2 Redevelopment Project was advertised on March 10, 18, and 26, 2015 and the following bids were received until 10:30 AM Central Time on April 30, 2015 and publicly opened immediately thereafter:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Lump Sum Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoenix Construction, Inc.</td>
<td>$14,892,060.92</td>
</tr>
<tr>
<td>GAC Contractors, Inc.</td>
<td>$15,391,500.00</td>
</tr>
<tr>
<td>Roberts &amp; Roberts, Inc.</td>
<td>$16,140,031.00</td>
</tr>
<tr>
<td>CW Roberts Contracting, Inc.</td>
<td>$20,250,612.05</td>
</tr>
<tr>
<td>Anderson Columbia, Inc.</td>
<td>$20,828,126.77</td>
</tr>
</tbody>
</table>

The low bid exceeded the project budget. Based on a preliminary evaluation of the bids, unit prices, plans and specifications, staff has identified several potentially cost savings items which warranted further evaluation to reduce the project cost. To allow for such value engineering analysis and updates to the plans and specifications, the City Manager rejected all bids received for the project. The bidders were notified on May 13, 2015.

ATKINS has submitted the attached scope of services and fee proposal to conduct a Value Engineering analysis and update the plans and specifications, accordingly (Exhibits A & B). The ATKINS' proposed fee for this task order is $49,980. Upon completion of this task order, the project will be re-advertised for bids.

Staff recommends that the Council approve the ATKINS Task Order 16-Supplemental Agreement 13 for the Front Beach Road Segment 2 Redevelopment Project Value Engineering Analysis and Updates to Plans and authorize the City Manager to execute the attached Agreement (Exhibit C).
I. GENERAL INFORMATION

The purpose of this document is to describe the scope of services and the responsibilities of ATKINS and the City of Panama City Beach Community Redevelopment Agency (PCB) in connection with additional services necessary for the design of this project as follows:

Perform value engineering analysis and updates to plans. The analysis will develop detailed costs and recommendations for implementation in the plans and specifications.

II. DESIGN

1.0 Data Collection and Traffic Analysis

   1.1 Traffic Data Collection – No scope changes
   1.2 Geotechnical Investigations – No scope changes
   1.3 Design Surveys – No scope changes

2.0 Traffic Analyses

No scope changes

3.0 Roadway Analysis and Plans

Perform preliminary assessment of value engineering items for inclusion in the plans. The analysis will develop detailed costs and recommendations for implementation in the plans and specifications. Upon confirmation from PCB of desired changes to plans, ATKINS will incorporate said changes as updates to the construction plans and documents. The pond modifications will require replacement of the existing box culvert with an equivalent drainage system. Atkins will develop alternatives for review by the City. The options will be either a pre-cast box culvert or pipe system. Regardless of the selection, a large non-standard headwall will require design and detailing by Atkins structural staff. The sidewalk will be relocated to be placed directly behind the curb and gutter but the lighting will remain in the current location.

4.0 Drainage Analysis

Evaluate up to two concept pond shapes that would eliminate the retaining wall along FBR. Some public parking spaces will be eliminated to compensate for pond volume lost with use of the retaining wall.
Atkins will use the permanent pool and water quality treatment volumes established in the February 3, 2015 Environmental Resource Permit application.

Due to the new Lake Flora connection to the wetland upstream of the box culvert, Atkins will model the Lake Flora Basin. Atkins will either: a) model Lake Flora as a single node/basin in the FBR ICPR model or b) adjust the CDM SWMM model to correct areas we believe need correcting and to model the proposed pond and roadway design. Either ICPR or SWMM effort would compare the effects of the proposed project to the existing conditions. This does not include verification of entire SWMM model, nor any calibration of either ICPR or SWMM.

Upon confirmation from PCB of desired changes to plans, ATKINS will incorporate said changes as updates to the construction plans and documents.

5.0 Utilities

Coordinate with PCB, Preble-Rish, and Utility Companies to assess if any changes in materials, layout, or construction methods can affect a significant cost benefit to the project. Update utility plans and conflicts per the required changes.

Upon confirmation from PCB of desired changes to plans, ATKINS will incorporate said changes as updates to the construction plans and documents.

6.0 Signing and Pavement Marking Analyses and Plans

Update signing and pavement marking plans per required changes to roadway plans and layout.

7.0 Signalization Analyses and Plans

Remove one of two ITS conduits on the project.

8.0 Permitting

Coordinate with FDEP regarding the stormwater Pond A layout. A meeting will be held to discuss pond configurations and to determine the agency coordination and permitting necessary to eliminate retaining walls. Revised permit applications will be prepared and submitted under Section 20 once the final value engineering changes have been approved by the City and included into the plans.

9.0 Specifications

Update the construction documents per the required value engineering changes.

10.0 Landscape Architecture

Evaluate plant material selections and hardscape materials for spacing/inclusion to assess if any cost benefit can be realized by reductions or alternate materials.

Upon confirmation from PCB of desired changes to plans, ATKINS will incorporate said changes as updates to the construction plans and documents. Includes changes to the plans necessary for the pond A revision.
11.0 Roadway Lighting Analyses and Plans

Assessment of lighting poles and luminaires specified in plans. Assess the use of composite material poles to determine if material is usable, appropriate, and represents a cost savings to PCB.

Upon confirmation from PCB of desired changes to plans, ATKINS will incorporate said changes as updates to the construction plans and documents. Includes changes to the plans necessary for the pond A revision.

12.0 Client Meetings and Coordination

Up to two meetings with PCB staff to discuss the VE options and their implementation.

13.0 Transit consulting Services

No scope changes

14.0 Subsurface Utility Engineering (SUE)

No scope changes

15.0 Right of Way Services

No scope changes.

16.0 Post Design Services

No scope changes.

17.0 Plans Modifications due to Public Initiated Requests

No scope changes

18.0 Litigation Support Services

No scope changes

19.0 Supplemental Drainage Analysis

No scope changes

20.0 Permit Applications

Revised permit applications will be prepared and submitted once the final value engineering changes have been approved by the City and included into the plans.
21.0 Plans Modifications

No scope changes

22.0 Assistance in Preparation of Front End Documents

No scope changes.
Displaying data for Exhibit "B"
Front Beach Road Community Redevelopment Area
Panama City Beach, Florida
Task Work Order #16
Front Beach Road Segment 2 Final Design
Richard Jackson Blvd Road to South Thomas Drive
Supplemental Agreement #13

Fee Summary

<table>
<thead>
<tr>
<th>Design Activity</th>
<th>TWO 16 - SA 13 (Initial Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours</td>
</tr>
<tr>
<td>1.0 Data Collection and Traffic Analysis</td>
<td>0</td>
</tr>
<tr>
<td>1.1 Traffic Data Collection</td>
<td>0</td>
</tr>
<tr>
<td>1.2 Geotechnical investigations (to be provided by City of PCB under separate contract)</td>
<td>0</td>
</tr>
<tr>
<td>1.3 Design Surveying (to be provided by City of PCB under separate contract)</td>
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<tr>
<td>2.0 Traffic Analyses</td>
<td></td>
</tr>
<tr>
<td>3.0 Roadway Analysis &amp; Plans</td>
<td>149.00</td>
</tr>
<tr>
<td>4.0 Drainage Analysis</td>
<td>96.00</td>
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<tr>
<td>5.0 Utilities</td>
<td>24.00</td>
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<tr>
<td>6.0 Signing and Pavement Marking Analysis &amp; Plans</td>
<td>6.00</td>
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<tr>
<td>7.0 Signalization Analysis &amp; Plans</td>
<td>2.00</td>
</tr>
<tr>
<td>8.0 FDOT Permitting</td>
<td>0.00</td>
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<tr>
<td>9.0 Specifications</td>
<td>4.00</td>
</tr>
<tr>
<td>10.0 Landscape Architecture</td>
<td>14.00</td>
</tr>
<tr>
<td>11.0 Roadway Lighting Analysis &amp; Plans</td>
<td>32.00</td>
</tr>
<tr>
<td>12.0 Client Meetings and Coordination</td>
<td>5.00</td>
</tr>
<tr>
<td>Expenses (1% of tasks 1-12)</td>
<td></td>
</tr>
<tr>
<td>Total Lump Sum Amounts</td>
<td>334</td>
</tr>
</tbody>
</table>

| Supplemental Agreement Amount          | 382   |       | 49,980|

Total Limiting Amounts 48 $ 7,127
EXHIBIT C - COMBINED TASK ORDER AND NOTICE TO PROCEED

Subject: ATKINS Task Work Order 16-Supplemental Agreement 13, Front Beach Road Segment 2 Final Design

Date: July 29, 2015

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN THE CITY OF PANAMA CITY BEACH AND POST, BUCKLEY, SCHUH, & JERNIGAN, INC., now known as ATKINS NORTH AMERICA, INC., RELATING TO PROFESSIONAL ENGINEERING SERVICES FOR THE FRONT BEACH ROAD REDEVELOPMENT PROJECT dated July 13, 2004 (the "Agreement"), the terms, conditions, and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

1. Pursuant to the Agreement, the Engineer agrees to perform the specific tasks set forth upon incorporated Exhibit A, Scope of Services, relating to the above referenced project.
2. Engineer’s total compensation for the services to be provided by it under this Task Order shall be $49,980 lump sum, as specified in the attached Exhibit B.
3. Work shall begin immediately upon receipt of this signed document and shall be substantially complete by November 1, 2015. There are not additional rights and obligations related to the Task Order other than specified in the Agreement.

Upon execution of the Task Order Supplemental Agreement by both the Engineer and City, the Engineer is directed to proceed.

Witness:

By: Matthew A. Taylor, PE
Its: Division Manager
Date:

CITY OF PANAMA CITY BEACH, FL

By: Mario Gisbert, City Manager
Date:

ATTEST:

City Clerk

Attachments: ATKINS’ Scope of Services and Fee Schedule
REGULAR AGENDA
ITEM #7,
RESOLUTION 15-125
A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO RECEIVE AND EXPEND THE FUNDS TO IMPLEMENT LEAVE NO TRACE, WITH A NET BUDGET IMPACT OF ZERO; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WITNESSETH:

WHEREAS, on May 19, 2015 the City and Bay County renewed an Interlocal Service Agreement (the "Agreement") under which the City would implement the Leave No Trace ordinances on the greater Panama City beaches in both jurisdictions beginning October 1, 2015, at an annual cost to the County not to exceed $100,000; and

WHEREAS, a budget amendment is required to receive and expend the funds to implement Leave No Trace, with a net budget impact of zero.

NOW THEREFORE, BE IT RESOLVED by the City of Panama City Beach, Florida that:

1. The budget amendment (# 37) attached, incorporated and marked as Exhibit A is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2014, and ending September 30, 2015, to reflect the appropriation of funds for the purposes stated herein.

2. This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this ____ day of ________, 2015.

CITY OF PANAMA CITY BEACH

By: GAYLE F. OBERST, MAYOR

ATTEST:

HOLLY J. WHITE, CITY CLERK
# CITY OF PANAMA CITY BEACH
## BUDGET TRANSFER FORM BF-10

<table>
<thead>
<tr>
<th>FUND TO</th>
<th>GENERAL ACCOUNT NUMBER</th>
<th>ACCOUNT DESCRIPTION</th>
<th>APPROVED BUDGET</th>
<th>BUDGET ADJUSTMENT</th>
<th>NEW BUDGET BALANCE</th>
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</thead>
<tbody>
<tr>
<td>TO</td>
<td>001-0000-343.93-00</td>
<td>Leave No Trace</td>
<td>0.00</td>
<td>(100,000.00)</td>
<td>(100,000.00)</td>
</tr>
<tr>
<td>TO</td>
<td>001-2102-521.16-10</td>
<td>Auxiliary Pay</td>
<td>0.00</td>
<td>50,000.00</td>
<td>50,000.00</td>
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<td>TO</td>
<td>001-2102-521.31-10</td>
<td>Professional Legal</td>
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<td>10,000.00</td>
<td>10,000.00</td>
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<tr>
<td>TO</td>
<td>001-2102-521.46-50</td>
<td>Repairs and Maintenance Other</td>
<td>0.00</td>
<td>25,000.00</td>
<td>25,000.00</td>
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<tr>
<td>TO</td>
<td>001-2102-521.52-10</td>
<td>Operating Supplies</td>
<td>0.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>TO</td>
<td>001-2102-521.52-20</td>
<td>Fuel, Oil and Lubricants</td>
<td>0.00</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

| Check Adjustment Totals: | 0.00 | 0.00 | 0.00 |

**BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:**

To recognize revenue from TDC for Leave No Trace program and to record appropriation of funds for such program.
REGULAR AGENDA

ITEM #8,

RESOLUTION 15-127
RESOLUTION 15-127

BE IT RESOLVED that the appropriate officers of the City are authorized but not required to execute and deliver on behalf of the City that certain Agreement between the City and Duval Fleet, relating to the purchase of a Knuckleboom Trash Loader and Dump Body, in the basic amount of One Hundred Eleven Thousand Two Hundred Dollars ($111,200), in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ___ day of __________, 2015.

CITY OF PANAMA CITY BEACH

By: ____________________________
    Gayle F. Oberst, Mayor

ATTEST:

_______________________________
Holly White, City Clerk
Memorandum
CITY OF PANAMA CITY BEACH

To: Mario Gisbert
CC: Holly White,
From: Paul Casto
Date: August 6, 2015
Subject: KnuckleBoom Truck

Staff solicited bids for a new Knuckle Boom Truck. Five (5) bidders responded with Duval Ford submitting the lowest bid in the amount of $111,200.00. I have attached a copy of the bid tabulation for your review.

The Duval Fleet bid read into public records at the bid opening was in fact the sticker price for the Knuckle Boom Truck instead of the actual bid. Upon further inspection of the bid packet submitted by Duval Fleet (following the close of the public bid opening) we discovered Duval Fleet had the proper bid documents and met specifications. Despite the incorrect amount announced at the bid opening, their bid was responsive and they were the low bidder at $111,200.00.

The truck will not be manufactured and delivered until fiscal year 2016. Staff request Council to covenant to budget and appropriate $111,200.00 for this purchase in FY2016.
<table>
<thead>
<tr>
<th>BIDDER</th>
<th>ADDRESS</th>
<th>TOTAL</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COFFMAN INTERNATIONAL, INC.</td>
<td>4185 ROSS CLARK CIRCLE</td>
<td>A- $117,199.92</td>
<td>SAME TRUCK</td>
</tr>
<tr>
<td>994-794-4111</td>
<td>DOTHAN, AL 36303</td>
<td>B- $118,030.00</td>
<td>DIFFERENT BODIES</td>
</tr>
<tr>
<td>ZEB OWENS</td>
<td><a href="mailto:zowens@coffmantruck.com">zowens@coffmantruck.com</a></td>
<td>C- $118,530.00</td>
<td></td>
</tr>
<tr>
<td>DUVAL FORD</td>
<td>1616 CASSAT AVE.</td>
<td>$111,200.00</td>
<td></td>
</tr>
<tr>
<td>904-381-6656</td>
<td>JACKSONVILLE, FL 32210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOB O'REILLY</td>
<td><a href="mailto:BOB.OREILLY@DuvalFleet.com">BOB.OREILLY@DuvalFleet.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERFORMANCE PETERBILT OF</td>
<td>31767 BLUE START HIGHWAY</td>
<td>B- $130,919.00</td>
<td></td>
</tr>
<tr>
<td>TALLAHASSEE LLC</td>
<td>MIDWAY, FL 32343</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERRY GROOM</td>
<td><a href="mailto:terry@performancepeterbilt.com">terry@performancepeterbilt.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PETERSON INDUSTRY</td>
<td>400 STATE RD. 60 WEST</td>
<td>B- $125,254.92</td>
<td></td>
</tr>
<tr>
<td>863-676-1493</td>
<td>LAKE WALES, FL.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LANE BAILEY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAMPA TRUCK CENTER</td>
<td>7528 US HWY 301 NORTH</td>
<td>B- $122,267.00</td>
<td></td>
</tr>
<tr>
<td>803-282-0890</td>
<td>TAMPA, FL 33637</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCOTT ENDRIS</td>
<td><a href="mailto:sendris@tampaht.com">sendris@tampaht.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AGENDA ITEM #
This proposal of **Dural Ford LLC** (hereinafter called "BIDDER"), organized and existing under the laws of the State of **Florida**, doing business as **LLC** (a corporation, a partnership or an individual), whose Florida business license number is ______ is hereby submitted to the **CITY OF PANAMA CITY BEACH** (hereinafter called "OWNER").

In compliance with the requirements of the Advertisement for Bids, BIDDER hereby proposes to supply the equipment specified for the **Panama City Beach – Knuckleboom Trash Loader and Dump Body** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

**BASE BID**

The Undersigned, as Bidder, hereby declares that he has examined the bid specifications and informed himself fully in regard to all conditions pertaining to the equipment to be supplied.

The Bidder proposes and agrees, if this proposal is accepted, to contract with the **City of Panama City Beach** for the unit prices listed, in full and complete accordance with the shown, noted, described and reasonably intended requirements of the specifications to the full and entire satisfaction of the City of Panama City Beach, Florida, with a definite understanding that no money will be allowed for extra work. Payment in full will be made to the supplier within 30 days of delivery and acceptance. The Bidder further proposes and agrees hereby to supply, and deliver, all specified equipment within **120** consecutive days from issuance of City Purchase Order.
ADDENDUM ACKNOWLEDGMENT:

I, the undersigned bidder, hereby acknowledge receipt of the following addenda:

ADDENDUM NO. __________ ADDENDUM NO. __________

LUMP SUM BID PRICE:

Unit price for furnishing one (1) KNUCKLEBOOM TRASH LOADER AND DUMP BODY in accordance with the contract Specifications as listed below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Bid Price</th>
<th>*Delivery Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knuckleboom Trash Loader and Dump Body</td>
<td>1</td>
<td>$111,200</td>
<td>160 Days</td>
</tr>
</tbody>
</table>

*Delivery time is for number of calendar days after receipt of purchase order.

NOTE:

1. BIDS shall exclude Florida sales tax. All other applicable taxes and fees shall be included.

2. BIDS shall be the total compensation to be paid by OWNER for the specified equipment.

3. The OWNER reserves the right to reject any and all bids received.
REGULAR AGENDA
ITEM #9,
RESOLUTION 15-128
Resolution No. 15-128

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, APPROVING UPDATES TO THAT PORTION OF THE BAY COUNTY LOCAL MITIGATION PLAN RELATING TO THE CITY, AUTHORIZING CITY STAFF TO PURSUE FUNDING OPPORTUNITIES TO IMPLEMENT THE PLAN, AND PROVIDING FOR CONTINUED CITY PARTICIPATION IN FUTURE UPDATES AND EXPANSION OF THE PLAN.

WHEREAS, on September 9, 2010, the City approved a portion of the Bay County Mitigation Plan which established a comprehensive, coordinated planning process to eliminate or decrease vulnerabilities created by natural, technological and societal disasters; and

WHEREAS, the City has remained an active participant in the team that created the first plan, and its recent update; and

WHEREAS, the City of Panama City Beach's representatives and staff have identified, justified and prioritized a number of proposed projects and programs needed to mitigate the vulnerabilities of Panama City Beach to the impacts of future disasters, and

WHEREAS, these proposed projects and programs have been incorporated into the 2015 edition of the Bay County Local Mitigation Plan that has been prepared and issued for consideration and implementation by the community of Panama City Beach.

NOW THEREFORE, BE IT RESOLVED that:

1) The City Council hereby accepts and approves that portion of the 2015 Bay County Local Mitigation Plan relating to the City of Panama City Beach, as attached and incorporated herein.

2) The agency personnel of the City of Panama City Beach are authorized and directed to pursue available funding opportunities for implementation of the proposals designated therein.

3) The City of Panama City Beach will, upon receipt of such funding or other necessary resources, seek to implement the proposals contained in that portion of the Bay County Local Mitigation Plan relating to the City of Panama City Beach.

4) The City of Panama City Beach will continue to participate in the updating and expansion of the Bay County Local Mitigation Plan in the years ahead.

5) The City of Panama City Beach will seek to encourage the businesses, industries and community groups operating within or for the benefit of the
REGULAR AGENDA
ITEM #10,

RESOLUTION 15-129
RESOLUTION 15-129

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, RELATED TO MOTOR SCOOTERS MADE AVAILABLE FOR RENTAL IN THE CITY; EXTENDING RESOLUTION 15-103 PROHIBITING THE REGISTRATION OF TWO AND THREE WHEELED MOTOR SCOOTERS UNTIL NOVEMBER 5, 2015 OR THE ADOPTION OF THE PENDING ORDINANCE 1351 REGULATING THE USE AND RENTAL OF TWO AND THREE WHEELED MOTOR SCOOTERS IN THE CITY, WHICHEVER OCCURS FIRST, AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, on May 26, 2015, the Council adopted Resolution 15-103, prohibiting the registration of two and three wheeled motor scooters to be rented in the City for a 90-day period, during which City Staff was to prepare an Ordinance for the Council's consideration to regulate and reduce the number of rented motor scooters operating in the City; and

WHEREAS, Staff has drafted that Ordinance, being numbered 1351, conducted preliminary, combined Staff review and revision on August 6, 2015, and presented the draft to Council members on August 7, 2015, for review and individual consideration; and

WHEREAS, Ordinance 1351 will continue being reviewed and may be further revised, and Staff anticipates bringing before the Council in legislative session for first reading on September 24, 2015 and second reading October 8, 2015; and

WHEREAS, at the time Resolution 15-103 was adopted, it was anticipated that an ordinance regulating the use and number of rented motor scooters would be presented to the Council in June or July, but the drafting of this ordinance has run contemporaneously with the drafting of three other ordinances regulating issues also identified during the numerous public meetings discussing Spring Break 2015, which ordinances have been drafted and are undergoing review, and which Staff also anticipates bringing before the Council for first reading on September 24, 2015 and second reading October 8, 2015; and

WHEREAS, legal counsel has recommended that Ordinance 1351 contain elements of land use regulation arguably requiring extraordinary notice and hearing procedures which require additional time.
NOW THEREFORE BE IT RESOLVED by the City Council of the City of Panama City Beach, that the 90 day period set forth in Resolution 15-103 during which two and three wheeled motor scooters may not be registered with the City under Code Section 22-105 (unless certain conditions are met) shall be extended until November 5, 2015 or the adoption of pending City Ordinance 1351, whichever first occurs. If the adoption of Ordinance 1351 is defeated by a majority of the Council on or before November 5, 2015, Resolution 15-103, as extended by this resolution, shall be of no further force and effect.

PASSED, APPROVED, AND ADOPTED this 13th day of August, 2015.

CITY OF PANAMA CITY BEACH

By: ____________________________

GAYLE OBERST, MAYOR

ATTEST:

HOLLY WHITE, CITY CLERK

Resolution 15-129
Page 2 of 2
AGENDA ITEM # 10
REGULAR AGENDA
ITEM #11,
UTILITY SYSTEM
SURPLUS PROPERTY
Memorandum

To: Mario Gisbert
CC: Holly White, Paul Casto
From: Al Shortt
Date: August 7, 2015
Subject: Utility System Surplus Property

The City utility system owns several parcels of property that are used to accommodate facilities and equipment throughout the utility system service area. As part of a review of the system assets, staff has determined that 6 sites are no longer necessary for either current or any planned future use. Attached is an exhibit with a vicinity map showing the locations for the 6 sites, along with more detailed information for each location providing Bay County property appraiser data, parcel sizes, zoning and allowable uses. All are currently vacant. Staff recommends that the sites be declared surplus by the City Council, and authorize the City Manager to conduct the sale of each site, with the funds generated being reinvested in the acquisition of proposed sewer lift station parcels necessary for the City to expand its sewer service into older areas still relying on septic tank systems.
SITE 1

16TH STREET

FORMER PROPOSED WATER PLANT SITE

PARCEL ID# 37058-000-000

(3 LOTS @ 50' x 120' EACH)
Parcel #37058-000-000

The site is zoned County R-2, located in the Coastal Planning Area/Beaches Special Treatment Zone, the Urban Service Area and the Future Land Use is Residential.

Allowable uses. R-2 Single Family and Duplex Dwellings

1. Allowable uses. The following uses are allowed in R-2 zones, all others are conditional or prohibited:
   a. Manufactured homes and duplexes.
   b. All allowable R-1 uses.
   c. All R-1 accessory uses.
   d. Townhouse Developments up to 2 units.

2. Conditional uses. The following uses may be allowed in R-2 subject to the conditions specified herein, or any other conditions that might be imposed as may be necessary to maintain the integrity of the zone.
   a. All conditional R-1 uses.

See attached Table 4.1 Bulk Regulations (allowable density, setbacks, height etc.)

It appears this site is best suited for 3 single family dwellings/manufactured dwellings on the 3 platted lots.
SECTION 410. **Bulk Regulations.** Standards and criteria for all residential zones shall be as prescribed in Table 4.1.

| TABLE 4.1 |
| RESIDENTIAL ZONING BULK REGULATIONS |

<table>
<thead>
<tr>
<th>Regulation</th>
<th>R-1</th>
<th>R-2</th>
<th>R-3</th>
<th>R-4</th>
<th>R-5</th>
<th>R-5A</th>
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</thead>
<tbody>
<tr>
<td>Single Family</td>
<td>Single Family and Duplex Dwellings</td>
<td>Duplex, Triplex and Quadruplex</td>
<td>Manufactured Housing and Mobile Homes</td>
<td>Multi-family</td>
<td>Multi-family Light</td>
<td></td>
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<tr>
<td>Maximum Density</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburban</td>
<td>5 du/acre</td>
<td>5 du/acre</td>
<td>5 du/acre</td>
<td>5 du/acre</td>
<td>5 du/acre</td>
<td>5 du/acre</td>
</tr>
<tr>
<td>Rural Community (paved road)</td>
<td>1 du/acre</td>
<td>1 du/acre</td>
<td>1 du/acre</td>
<td>1 du/acre</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Rural Community (unpaved road)</td>
<td>1 du/3 acres</td>
<td>1 du/3 acres</td>
<td>1 du/3 acres</td>
<td>1 du/3 acres</td>
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<td>Minimum Lot Frontage (in feet)</td>
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<td>Square or Rectangular</td>
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<td>50</td>
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<td>100</td>
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<td>Irregular or Cul-de-sac</td>
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<td>20</td>
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<td>20</td>
<td>60</td>
<td>60</td>
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<tr>
<td>Yard Setbacks (in feet)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front</td>
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<td>15</td>
<td>20</td>
<td>20</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Side</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Rear</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Maximum Building Height (in feet)</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Urban Areas</td>
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<td>45</td>
<td>45</td>
<td>45</td>
<td>100</td>
<td>50</td>
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<tr>
<td>Suburban Areas</td>
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<td>45</td>
<td>45</td>
<td>45</td>
<td>85</td>
<td>50</td>
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<tr>
<td>Impervious Surface Ratio</td>
<td>60%</td>
<td>60%</td>
<td>60%</td>
<td>60%</td>
<td>75%</td>
<td>75%</td>
</tr>
</tbody>
</table>

1. Townhouse Developments will not require minimum lot frontage or side setbacks with exception of the "end" unit having a five (5) foot setback at the property line.
2. Allowable density is limited to fifteen (15) dwelling units per acre in the Coastal Planning Area/Beaches Special Treatment Zone.
3. Maximum allowable density subject to availability of central water and sewer services.
4. The intensity of non-residential uses shall not exceed a floor area ratio of fifty percent (0.5 FAR).
SITE 2

ARGONAUT STREET

FORMER PROPOSED WELL SITE

PARCEL ID# 34729-000-000
(1 LOT @ 50' x 110')
Parcel #34729-00-000

The site is zoned R-2, Front Beach Overlay 1 and has a Future Land Use Designation of Multi-Family Residential.

Allowable uses. Single family, foster care facilities, modular homes, townhomes and walkways and bikeways.

Uses allowed with supplemental standards. Duplexes, triplexes, quadplexes, multi-family buildings 5+ units, licensed facilities up to 14 people, public lodging and religious uses, transient residential rentals.

Conditional uses. Golf course, private schools and public schools.

Bulk regulations. The site has a density of 40 units per acre, a maximum height of 35', front setback of 25', side 5' for story 1, 7.5' for story 2, 10' for story 3 and rear 25', a minimum lot width of 60' for 1-2 units and 80' for 3 to 4 units, 40% maximum lot coverage and a minimum lot size of 6,000 square feet.

This parcel's best use would appear to be a duplex because of the 60' lot width and a supplemental standard which requires 3,000 square feet of lot area per dwelling unit.
SITE 3

CRANE STREET

FORMER WATER PLANT #2 SITE

PARCEL ID# 34601-000-000

(3.3 LOTS @ 60' x 110' EACH)
Parcel #34601-000-000

The site is zoned R-1c and has a Future Land Use Designation of Single Family Residential.

Allowable uses. Single family, foster care facilities, modular homes and walkways and bikeways.

Uses allowed with supplemental standards. Licensed facilities up to 6 residents and religious uses.

Conditional uses. Golf courses, private schools and public schools.

Bulk regulations. The site has a density of 7.2 units per acre, a maximum height of 20', front setback of 20', side 5' and rear 20', a minimum lot width of 60', 80% lot coverage and a minimum lot size of 6,000 square feet.

This site looks like its best suited for 3 single family homes.
SITE 4

LANTANA STREET

FORMER PROPOSED WELL SITE

PARCEL ID# 34003-010-000
(100' x 121' LOT)
Parcel #34003-010-000

The site is zoned County Public Institutional located in the Coastal Planning Area/Beaches Special Treatment Zone, the Urban Service Area and the Future Land Use is Public Institutional.

Allowable uses The following uses are allowed in P/I Zone. These uses are allowed when located on arterial or collector roadways. Uses proposed on local roads shall be conditional uses subject to conditions that might be imposed as may be necessary to maintain the integrity of the zone. All other uses are conditional or prohibited.

a. Public/Institutional land uses coded 7000 Vacant Institutional, 7100 Churches, 7200 Private Schools, 7500 Non Profit Services, 7600 Mortuary/Cemetery, 7700 Clubs/Lodges/Halls, 7900 Cultural Groups, 8000 Water Management, 8600 County, 8700 State, 8800 Federal, 8900 Municipal on the DOR Property Use Code Table (NAICS Codes 813, 611, 8122, 921) for property tax purposes and educational facilities

b. Existing public buildings and grounds
c. Educational facilities, philanthropic institutions, colleges, universities, and research stations (NAICS 611)
d. Religious institutions and places of worship, such as churches, chapels, and synagogues, limited to worship and related social events (NAICS 8131)
e. Exhibition centers, fairgrounds, and civic centers (NAICS 8134)
f. Community recreation facilities including auditoriums, gymnasiums, sports complexes, and swimming pools (NAICS 71394)
g. Day care centers and child care institutions (NAICS 6244)
h. Public libraries (NAICS 51412), public museums (NAICS 71211), public art galleries (NAICS 71211)
i. Parks and playgrounds
j. Public utilities including: electric transmission lines and related facilities; water and/or sewer transmission lines, lift stations, and related facilities; natural gas or petroleum transmission lines; and, other similar public utility uses (NAICS 926130)
k. Other similar public uses

2. Conditional uses. The following uses may be allowed in P/I zones subject to conditions specified herein, or any other condition that might be imposed as may be necessary to maintain the integrity of the zone. Developments, uses, and approval for developments that are present before the adoption of this code are required to register their conditional use with the County. No fees will be applied for this registration.

If use is granted, compatibility with the surrounding neighborhood shall be maintained and required setbacks and side yard requirements shall be met. Equipment involved in proposed conditional use shall be completely enclosed in a permanent structure with no
outside storage. Adequate screening from neighboring uses and landscaping shall be provided in compliance with Section 28 of this Code.

a. Solid waste transfer facilities and landfills. (NAICS 562) (None will be allowed within the Deer Point Reservoir Protection Zone)

b. Communications towers
c. Recycling plants (NAICS 562)
d. Military installations and other training facilities (NAICS 928)
e. Hospitals, nursing homes, community residential homes, group homes, and mental health facilities (NAICS 622)
f. Stadiums, (NAICS 7113) when not part of a public or private educational institution
g. Public commerce or industrial parks owned by a government entity, including storage or maintenance yards and government communication towers (NAICS 92)

The best bet for this site is to request a rezoning to C-1 to match the parcel to the north or to R-2 to offer a transition between the R-1c residential parcel to the south and the C-1 to the north.
SITE 5

SOUTH OF BROWARD STREET
(EASEMENT ACCESS, NO PUBLIC R/W FRONTAGE)

FORMER BAY POINT WATER PLANT

PARCEL ID# 30937-010-000
(230' x 619' x 230' x 616' PARCEL, 3.26 ACRES)
City Owned Surplus Properties

7-10-15

Parcel # 30937-010-000. AKA Area 3 on the Bay Point DRI

The site falls into the Bay Point DRI. According to Bay County Staff there was an approved Notice of Proposed Change "NOPC" to the DRI which among other things allows 16 dwelling units on the site (see summary attached). The site is zoned County R-1, located in the Coastal Planning Area/Beaches Special Treatment Zone, the Urban Service Area and the Future Land Use is Public Institutional.

Allowable uses. R-1 Single-Family Zones. The following uses are allowed in R-1 Zones, all other uses are conditional or prohibited.

a. Single-family dwellings built to Florida Building Code Standards pursuant to Chapter 553, F.S.
b. Home office of convenience.
c. Community facilities (e.g. neighborhood centers, golf courses, tennis courts, swimming pools, etc.).
d. Family day care homes (Section 125.0109, F.S.).
e. Non-for-profit parks or playgrounds.
f. Low impact public utilities.
g. Home Occupations

Conditional uses. The following uses may be allowed in R-1 zones subject to the conditions specified herein, or any other conditions that might be imposed as may be necessary to maintain the integrity of the zone.

a. Public or private schools and houses of worship, subject to buffering and traffic impact mitigation.
b. Community residential homes provided such dwellings are not located within 1,000 feet of one another and do not substantially alter the nature and character of the surrounding area.
c. Zero lot line subdivisions.
d. Electric power substations, to be evaluated on a case-by-case basis.
e. Others as determined by criteria specified in Chapter 12.

See attached Table 4.1 Bulk Regulations. (allowable density, setbacks, height etc.)

It looks like the best use of this site would be the development of 16, 2 story single family homes as required under the DRI NOPC.
Area 3 - The approximately 3.26-acre site shall be developed as Residential with a maximum of 16 single family dwelling units. Development of Area 3 shall not exceed 2-story building height to ensure compatibility with the adjacent single family residential neighborhood. Subsequent to the sale of Area 3, the City of Panama City Beach will mail written notice of the sale to all property owners listed in the public records within a 500 foot radius of Area 3.

Area 4 - The approximately 3.23-acre site shall be developed as Residential with a maximum of 38 multifamily dwelling units subject to conditions 1 thru 5 set forth below to ensure compatibility with the adjacent single family residential neighborhood. To be “compatible with” means that no activity can be conducted on the site which:

1. Exceeds a 3-story building height.
2. Creates excessive noise, lighting or other similar nuisance.
3. Involves outdoor storage which can plainly be seen from the adjacent residential area.
4. Involves signage in excess of two square feet of sign face.
5. Involves traffic or vehicle trips that would be excessive for a residential area.

The developer of Area 4 will maintain a 40 foot undisturbed natural vegetative buffer on the western boundary with Lots 25, 26, 27, 28 and 29 in Delwood Point Phase I (see attached exhibit “A” Parcel 4 Proposed Vegetative Buffer). The developer of Area 4 will maintain 25 foot buffers on the remaining western boundary and its boundary with the adjacent residential neighborhoods to the north and east of the property. The developer of Area 4 will screen its multifamily residential units from the adjacent residential neighborhoods with a combination of privacy fencing (with a height of no less than 8 feet) and landscape vegetation that will achieve and maintain a height of no less than 12 feet within three years.
SECTION 410. **Bulk Regulations.** Standards and criteria for all residential zones shall be as prescribed in Table 4.1.

**TABLE 4.1**
**RESIDENTIAL ZONING BULK REGULATIONS**

<table>
<thead>
<tr>
<th>ZONE</th>
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<th>R-2</th>
<th>R-3</th>
<th>R-4</th>
<th>R-5</th>
<th>R-5A</th>
</tr>
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<tbody>
<tr>
<td>Regulation</td>
<td>Single Family</td>
<td>Single Family</td>
<td>Duplex, Triplex and Quadruplex</td>
<td>Manufactured Housing and Mobile Homes</td>
<td>Multi-family</td>
<td>Multi-family Light</td>
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<tr>
<td>Maximum Density</td>
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<tr>
<td>Suburban</td>
<td>5 du/acre</td>
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<tr>
<td>Rural Community (paved road)</td>
<td>1 du/acre</td>
<td>1 du/acre</td>
<td>1 du/acre</td>
<td>1 du/acre</td>
<td>N/A</td>
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</tr>
<tr>
<td>Rural Community (unpaved road)</td>
<td>1 du/3 acres</td>
<td>1 du/3 acres</td>
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<td>1 du/3 acres</td>
<td>N/A</td>
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<tr>
<td>Minimum Lot Frontage (in feet)</td>
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<tr>
<td>Square or Rectangular</td>
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<td>Irregular or Cul-de-sac</td>
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<td>Yard Setbacks (in feet)</td>
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<td>Urban Areas</td>
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<td>Suburban Areas</td>
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<td>50</td>
</tr>
<tr>
<td>Impervious Surface Ratio</td>
<td>60%</td>
<td>60%</td>
<td>60%</td>
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<td>75%</td>
</tr>
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</table>

1. Townhouse Developments will not require minimum lot frontage or side setbacks with exception of the "end" unit having a five (5) foot setback at the property line.
2. Allowable density is limited to fifteen (15) dwelling units per acre in the Coastal Planning Area/Beaches Special Treatment Zone.
3. Maximum allowable density subject to availability of central water and sewer services.
4. The intensity of non-residential uses shall not exceed a floor area ratio of 50 percent (0.5 FAR).
SITE 6

NORTH OF DELWOOD BEACH ROAD
(EASEMENT ACCESS, NO PUBLIC R/W FRONTAGE)

FORMER BAY POINT WASTEWATER PLANT

PARCEL ID# 312400-012-000
(IRREGULAR SHAPE, 3.22 ACRES)
Parcel #31240-012-000, AKA Area 4 on the Bay Point DRI

This site also falls into the Bay Point DRI. According to Bay County Staff there was an approved Notice of Proposed Change "NOPC" to the DRI which among other things allows 38 multi-family dwelling units on the site, subject to several conditions to assure compatibility with surrounding adjacent parcels (see summary attached). The site is zoned County R-3, located in the Coastal Planning Area/Beaches Special Treatment Zone, the Urban Service Area and the Future Land Use is Residential.

Allowable uses. R-3 Duplex, Triplex and Quadraplex Zones The following uses are allowed in R-3 zones, all others are conditional or prohibited.

a. Duplex, Triplex, and Quadraplex residential dwellings.
b. All allowable R-1 and R-2 uses.
c. All R-1 accessory uses.
d. Townhouse Developments up to 4 units.

2. Conditional uses. The following uses may be allowed in R-3 subject to the conditions specified herein, or any other conditions that might be imposed as may be necessary to maintain the integrity of the zone.
a. All conditional R-1 uses.
b. Townhouse Developments greater than 4 units

See attached Table 4.1 Bulk Regulations (allowable density, setbacks, height etc.)

It appears the best use for this site would be the development of 38, 3 story multi-family dwellings as required under the DRI NOPC.
Area 3 - The approximately 3.26-acre site shall be developed as Residential with a maximum of 16 single family dwelling units. Development of Area 3 shall not exceed 2-story building height to ensure compatibility with the adjacent single family residential neighborhood. Subsequent to the sale of Area 3, the City of Panama City Beach will mail written notice of the sale to all property owners listed in the public records within a 500 foot radius of Area 3.

Area 4 - The approximately 3.23-acre site shall be developed as Residential with a maximum of 38 multifamily dwelling units subject to conditions 1 thru 5 set forth below to ensure compatibility with the adjacent single family residential neighborhood.

To be “compatible with” means that no activity can be conducted on the site which:

1. Exceeds a 3-story building height.
2. Creates excessive noise, lighting or other similar nuisance.
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<tr>
<td>Urban</td>
<td>8 du/acre</td>
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<td>6 du/acre</td>
<td>25 du/acre&lt;sup&gt;2&lt;/sup&gt;</td>
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<sup>3</sup>Maximum allowable density subject to availability of central water and sewer services.

<sup>4</sup>The intensity of non-residential uses shall not exceed a floor area ratio of 50 percent (0.5 FAR).
REGULAR AGENDA
ITEM #12,
UPDATED JOB DESCRIPTIONS PUBLIC WORKS & UTILITY DEPTS
PUBLIC WORKS
CHART REFLECTS AVAILABLE JOB DESCRIPTIONS IN THE PUBLIC WORKS AND THE UTILITIES DEPARTMENTS, WITH PAY GRADES FOR EACH POSITION. NOT ALL JOB DESCRIPTIONS CURRENTLY HAVE AN EMPLOYEE IN THAT DESCRIPTION. THOSE ARE MARKED WITH AN ASTERISK.

POSITIONS REQUESTED TO BE FILLED ARE:
1. FLEET SERVICE MECHANIC I OR II
2. UTILITIES FIELD INSPECTOR III
3. UTILITIES ENGINEER II
4. CITY ENGINEER
5. PUBLIC WORKS FIELD INSPECTOR III
SHARED POSITIONS-
PUBLIC WORKS & UTILITIES
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Administrative Assistant to the Department Head

PAY GRADE: 29

DEPARTMENT: Public Works & Utilities

LOCATION: Administration Offices

REPORTS TO: Public Works & Utilities Director

PREPARED BY: Paul R. Casto

APPROVED By: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible clerical work in assisting Public Works Director, Utilities Director and City Engineers. Work is performed under the primary supervision of the Public Works Director and Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Performs secretarial duties for Public Works Director, Utilities Director, City Engineers;

Types and transmits legal notices to the local newspapers and ensures each has been printed correctly and published on the proper dates;

Maintains calendars and records information concerning project bids;

Sets up file systems for all projects handled by Public Works and Utilities Department;

Acts as a notary public;

Handles and directs messages concerning limbs & debris pick-up, street repair, drainage, water and sewer problems associated with complaints by residents.

Takes all phone calls from residents requesting street light installation and replacement and forwards requests to Gulf Power Company;

Receives and screens callers; gives information on the operation of the office to persons seeking information; refers callers to other employees, officials or departments when warranted.
Handles the purchase of driveway permits, as well as the purchase and creation of parking passes and submit monies received to accounting.

Prepares Parking Meter money for deposit, provides accounting reports to the City Clerk on a weekly, bi-weekly or monthly basis dependent upon the time of year;

Coordinates with other department personnel to ensure that parking meters are maintained in proper working order;

Composes routine letters and replies for Public Works Director, Utilities Director and City Engineers;

Processes payroll in accordance with City procedures and monitor time sheets for accuracy for all Public Works and Utility departments on a bi-weekly basis;

Solicit and maintain insurance for all City owned diesel storage tanks on a yearly basis;

May be required to create procedures and or forms for different departments;

Maintain personnel files for Public Works and Utilities Departmental employees;

Serve as the Safety Coordinator and do quarterly safety training with Safety team member committee; Prepare and delivers safety presentations.

Responsible for the coding of all invoices submitted by Public Works and Utilities Departments for accounts payable;

Responsible for monthly invoicing of the current Mowing Contract and other invoicing as required;

Assists department heads in the preparation of public bid contract documents, advertisements, bid openings and bid tabulations;

Assists department heads in preparation of agenda items for City Council Meetings;

Acts as ADA Coordinator for the City and Title VI Non-discrimination Coordinator.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to multi-task and deal with multiple people at the same time. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE:
Considerable experience in dealing with the public and good customer service skills is required. A high school diploma with business school training is desirable. Experience in clerical and computer work with average to above average ability. A combination of experience and training which provides the required knowledge, skills and abilities will be considered.

LANGUAGE SKILLS:
Must be able to read and interpret documents. Having the ability to write routine reports, office procedures, forms and correspondence is a requirement. The ability to speak English effectively before groups, as well as one on one is a requirement.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate accurately.

REASONING ABILITY:
Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:
Must be able to type 50 correct words per minute; take dictation; have knowledge of standard office and clerical practices and procedures; must have knowledge and proficiency in the use of standard office machines and computer - Microsoft Word, Excel, Power Point proficient - must pass a Civil Service exam.

Must be able to establish and maintain a good working relationship with City officials, department heads, other City employees and the general public; must be able to perform illustrative duties and essential eligibility tasks in a manner which is not a direct threat or significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures of the Public Works Office, or by provision of auxiliary aids. “Direct threat” shall be determined pursuant to 28 CFR, Section 36.208.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is
required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Some specific job duties that require one or more of the physical demands mentioned above are typing, filing and moving boxes, typewriters, and tables.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties.

Signature    Date
SUMMARY:
This position is for the responsible manual work in the routine maintenance of the gasoline and diesel powered vehicles and equipment owned and used by Panama City Beach's Public Works and Utilities Division. Work is performed under the primary supervision and direction of the Underground Utilities & Street Department Superintendent, with secondary supervision and direction being under the Utilities Director & Public Works Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Maintains, and services a variety of gasoline and diesel powered fleet vehicles, construction equipment and other related apparatuses including demolition saws, mud hogs, etc. in a central garage and in the field.

Perform scheduled preventive maintenance and inspection of vehicles and equipment; changes fluids, replaces filters, and lubricates vehicles and equipment.

Maintains and services: vehicles, dump trucks, ATV's, front end loaders, tractors, bull dozers, excavators, backhoes, and other heavy construction equipment.
Diagnoses causes of equipment failure and malfunction, makes repairs, and tests equipment before returning to service.

Repairs and services a variety of automotive and construction equipment electrical apparatus such as starters, alternators, etc.

Repairs and changes tires on all types of vehicles and construction equipment in the field or shop.
Responds to emergency road service as directed; changes tires, diagnoses problems and makes minor repairs, or transports vehicles to the appropriate facility for repair.

Performs basic welding functions, such as repairing rips and tears in metal buckets used for digging.

Requisitions parts, supplies and the components to facilitate timely repair and maintenance of equipment and vehicles.

Prepares maintenance records, to include the tracking of replacement parts, the consumption of gas, oil and grease and reports detailing work accomplished.

Cleans work area, shop, and associated areas.

Responsible for parts inventory.

Responsible for tool inventory.

Responsible for work area-organization/safety.

Performs related and all other work as required and/or assigned.

SUPERVISORY RESPONSIBILITIES:
All Mechanics of lower rank.

MINIMUM QUALIFICATIONS:
• Completion of high school or possession of an acceptable equivalency diploma, preferably supplemented by formal course work in the trade.
• Five (5) years' experience as a journeyman in the skilled repair of automotive and construction equipment.
• Possession of a valid Florida Driver's license with driving record acceptable to the City Vehicle Policy and insurance program and ability to obtain Florida Commercial Driver's license (minimum Class B) within a period of six (6) months from date of employment.
KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of welding principles and techniques may be required.
- Knowledge of the methods, materials, and tools of the automotive mechanic trade.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of the principles of operation of gasoline and diesel engines and of the repair and maintenance characteristics of a variety of automotive and construction equipment.
- Knowledge of the principles of operation of drive trains.
- Knowledge of the principles of suspension and steering.
- Ability to adapt available tools and repair parts in specific repair problems.
- Ability to maintain shop records.
- Ability to understand and carry out oral or written instructions, to work from diagrams and sketches and repair broken parts.
- Skill in the use and care of the tools, machinery and equipment of the automotive mechanics trade.
- Knowledge of and ability to use a wide assortment of hand and power tools and other repair or maintenance equipment, including safety equipment.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to operate all fleet vehicles and equipment.
- Ability to maintain effective working relationships with coworkers, subordinates and supervisors.

ENVIRONMENTAL REQUIREMENTS:

WORKING CONDITIONS:
Work requires moderate to extreme exposure to one or more disagreeable conditions (i.e., inclement weather, excessive noise, extreme temperatures, odors or dust, and hazardous chemicals).

RISK/SAFETY CONDITIONS:
This position requires moderate exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, heavy equipment). This position may require the use of Personal Protective Equipment (PPE) and may include completing and successfully passing medical evaluations or clearances.

ESSENTIAL PHYSICAL ACTIVITIES:
Bending/stooping, sitting, standing, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing/pulling, talking, standing, climbing, finger movement of firm grasping and fine manipulation, repetitive motions, depth perception, balancing, squatting, working at heights. This position may require lifting and carrying up to 100 lbs.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Fleet Service Mechanic I

PAY GRADE: 27
DIVISION: Underground Utilities & Street
DEPARTMENT: Utilities & Public Works

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE: REPORTS TO: Underground Utilities Superintendent & Street Department Superintendent

PREPARED BY: Al Shortt APPROVED BY: City Council DATE: 08/13/2015

SUMMARY:
This position is for the responsible manual work in the routine maintenance of the gasoline and diesel powered vehicles and equipment owned and used by Panama City Beach's Public Works and Utilities Division. Work is performed under the primary supervision and direction of the Senior Service Mechanic, with secondary supervision and direction being under the Underground Utilities Superintendent & Street Department Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Maintains, and services a variety of gasoline and diesel powered fleet vehicles, construction equipment and other related apparatuses including demolition saws, mud hogs, etc. in a central garage and in the field.

Perform scheduled preventive maintenance and inspection of vehicles and equipment; changes fluids, replaces filters, and lubricates vehicles and equipment.

Under direction of Senior Mechanic repairs and services a variety of automotive and construction equipment electrical apparatus such as starters, alternators, etc.
Under direction of Senior Mechanic diagnoses causes of equipment failure and malfunction, makes repairs, and tests equipment before returning to service.

Maintains and services: vehicles, dump trucks, ATV's, front end loaders, tractors, bull dozers, excavators, backhoes, and other heavy construction equipment.

Repairs and changes tires on all types of vehicles and construction equipment in the field or shop.

Responds to emergency road service as directed; changes tires, diagnoses problems and makes minor repairs, or transports vehicles to the appropriate facility for repair.

Under the direction of the Senior Mechanic performs basic welding functions, such as repairing rips and tears in metal buckets used for digging.

Requisitions parts, supplies and the components to facilitate timely repair and maintenance of equipment and vehicles.

Assists in preparation of maintenance records, to include the tracking of replacement parts, the consumption of gas, oil and grease and reports detailing work accomplished.

Cleans work area, shop, and associated areas.

Assist with parts inventory.

Assist with tool inventory.

Responsible for complying with work area-organization/safety rules.

Performs related and all other work as required and/or assigned.

SUPERVISORY RESPONSIBILITIES:
None.

MINIMUM QUALIFICATIONS:
- Completion of high school or possession of an acceptable equivalency diploma, preferably supplemented by formal course work in the trade.
- Two (2) years’ experience as a journeyman in the skilled repair of automotive and construction equipment.
- Possession of a valid Florida Driver's license with driving record.
acceptable to the City Vehicle Policy and insurance program and ability to obtain Florida Commercial Driver's license (minimum Class B) within a period of six (6) months from date of employment.

KNOWLEDGE, ABILITIES AND SKILLS:
- Knowledge of welding principles and techniques may be required.
- Knowledge of the methods, materials, and tools of the automotive mechanic trade.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of the principles of operation of gasoline and diesel engines and of the repair and maintenance characteristics of a variety of automotive and construction equipment.
- Knowledge of the principles of operation of drive trains.
- Knowledge of the principles of suspension and steering.
- Ability to adapt available tools and repair parts in specific repair problems.
- Ability to maintain shop records.
- Ability to understand and carry out oral or written instructions, to work from diagrams and sketches and repair broken parts.
- Skill in the use and care of the tools, machinery and equipment of the automotive mechanics trade.
- Knowledge of and ability to use a wide assortment of hand and power tools and other repair or maintenance equipment, including safety equipment.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to operate all fleet vehicles and equipment.
- Ability to maintain effective working relationships with coworkers, and supervisors.

ENVIRONMENTAL REQUIREMENTS:

WORKING CONDITIONS:
Work requires moderate to extreme exposure to one or more disagreeable conditions (i.e., inclement weather, excessive noise, extreme temperatures, odors or dust, and hazardous chemicals).

RISK/SAFETY CONDITIONS:
This position requires moderate exposure or risk to physical health and/or physical safety (e.g. exposure to environmentally hazardous material, heavy equipment). This position may require the use of Personal Protective Equipment (PPE) and may include completing and successfully passing medical evaluations or clearances.

ESSENTIAL PHYSICAL ACTIVITIES:
Bending/stooping, sitting, standing, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing/pulling, talking, standing,
climbing, finger movement of firm grasping and fine manipulation, repetitive motions, depth perception, balancing, squatting, working at heights. This position may require lifting and carrying up to 100 lbs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ___________________________
PUBLIC WORKS
ENGINEERING
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Public Works Director

PAY GRADE: 48

DEPARTMENT: Public Works

LOCATION: Administration Offices

EMPLOYEE:

REPORTS TO: City Manager

PREPARED BY: Paul R. Casto

APPROVED BY: City Council

SUMMARY:

This position is for responsible supervisory work involving the administration of the Street Department, Stormwater & CRA Departments of the City of Panama City Beach. Work is performed under the primary supervision and direction of the City Manager.

Secondary duties may on occasion perform limited potable water and sanitary sewer problem solving duties.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Supervises the construction of additional Public Works facilities as needed;
- Oversees and coordinates plans and construction of stormwater system, roadways and CRA projects.
- Makes certain all health and safety regulations are followed;
- Supervises the maintenance of the public buildings, and structures of the City;
- Oversees the long-and-short range studies regarding the stormwater division, street division and CRA department;
Attends all Department Heads meetings with City Manager;

Plans, review and supervises departmental policies, programs and operations through division superintendents.

Works in conjunction with the City Engineer in preparation of annual budgets for the Public Works Department;

Follows up with complaints by citizens regarding stormwater, roadway & CRA issues;

As needed responsibilities: Follows up on complaints by citizens regarding water, sewer or reclaimed water issues.

Oversees City Yard Debris services;

Coordinates all disaster relief efforts for the City within the Public Works Department;

Confers with City Officials, with City Manager's concurrence, other governmental agencies and the public on Public Works Engineering activities and problems;

Oversees the Health and Safety Program for the Public Works Department.

SUPERVISORY RESPONSIBILITIES:

Functions as supervisor to the City Engineer, CRA, Street and Stormwater Superintendents.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school or vocational school, and must have a Bachelor's Degree and ten (10) years of experience in Public Works Management. Applicant must possess a State of Florida Class "A" certification in drinking water plant operations and a Class "A" certification in wastewater treatment plant operations. Extensive roadway and drainage engineering background preferred. Applicant must also have a current Florida driver's license.
LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in the supervision and/or maintenance operations of the Maintenance Department; ability to understand and follow oral and/or written instructions; must be able to read and write.

OTHER REQUIREMENTS:

Applicant must have sufficient physical strength to accomplish assigned task. Applicant must have comprehensive knowledge of modern principles and practices of civil and structural engineering as applied to City government. Applicant must have the ability to prepare reports and recommendations and must be dependable.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is occasionally required to reach with hands and arms, taste or smell, stand, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, talk or hear.

The employee must occasionally lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally is exposed to vibration, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, vibration, risk of electrical shock, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ______________________ Date __________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: City Engineer

PAY GRADE: 46

DIVISION: Engineering
DEPARTMENT: Public Works

LOCATION: Public Works Office

REPORTS TO: Public Works Director

PREPARED BY: Paul R. Casto
APPROVED BY: City Council

SUMMARY:

This position is a highly responsible professional and managerial work directing engineering design and construction and coordinating the planning functions for stormwater, streets, and CRA departments for the City. Work is performed under the primary supervision and direction of the Public Works Director, with secondary supervision and direction being under the City Manager.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Prepares work plans and projects for the engineering division. Directs the activities of a professional and technical staff engaged in engineering inspections and design drafting.
- Directs the activities of a professional and technical staff engaged in activities of the Stormwater Division, Street Division, and CRA department;
- Oversees the long-and-short range studies regarding the Stormwater Division, Streets Division and CRA department;
- Collects data for Public Works Director;
- Serves as consultant on projects involving civil and environmental engineering design and construction pertaining to the divisions listed above.
Compiles engineering specifications and cost estimates including capital construction projects and renovations.

Coordinates engineering activities and prepares periodic reports and records.

Develops programs, goals and training courses for the Stormwater Division;

Follows up on complaints by citizens regarding stormwater and street problems;

Supervises planning studies and provides guidance with respect to planning programs, implementation of procedures and continuing planning programs.

Confers with City officials, with City Manager's concurrence, other governmental agencies and the public on engineering activities and problems.

Review private and public developments and projects for compliance with state laws and City regulations. Make independent decisions concerning the adequacy of engineering design.

Design, using computer model or other acceptable methods, stormwater management systems, structural and geometric design of new or expanded streets. Responsible for professional engineer signature and seal on calculations and drawings.

Prepares the budgets for the Stormwater, Street and, CRA Departments;

Keeps up-to-date on current developments in each of the fields by means of meetings with counter-parts in neighboring jurisdictions and through literature;

Prepare regulatory agencies permit applications and drawings.

Prepare cost estimates for modifying, extending, and new construction of stormwater management systems, streets, and CRA projects.

Supervises the construction of additional Public Works facilities as needed.

Supervises the maintenance of the public buildings and structures of the City.

SUPERVISORY RESPONSIBILITIES:

Secondary Supervisor of all staff of the Stormwater, Street, and CRA Departments.
QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school; must have a Bachelor's degree in Civil Engineering; must be a registered professional engineer in the State of Florida; must have considerable experience in civil or environmental engineering in a responsible supervisory role; must have some planning experience; must have a Florida driver's license.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in construction and design operations; ability to learn new and more modern construction and design procedures when required; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow works and others.

OTHER REQUIREMENTS:

Must have comprehensive knowledge of modern principles and practices of Civil Engineering as applied to City government; must have ability to develop working plans and solve engineering problems; ability to supervise a staff of professional and technical personnel; knowledge of computers and able to use Autocad drafting; ability to maintain close liaison and coordinate Public Works activities with other municipal departments; must have a thorough knowledge of City ordinances; must have sufficient physical strength to accomplish assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel, to reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch, or crawl, and sit.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, is exposed to fumes, airborne particles, and has some risk of electrical shock. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date ________________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Public Works Engineer II

PAY GRADE: 44
DIVISION: Engineering
DEPARTMENT: Public Works

LOCATION: Administration Offices

EMPLOYEE: City Engineer
REPORTS TO: City Engineer

PREPARED BY: Paul R. Casto
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:

This is a responsible and skilled engineering position involved in a diverse range of activities including engineering design, plan preparation, drawing, record keeping, and field inspection. Incumbent is also responsible for engineering review of development plans to ensure they comply with the City’s Land Development Regulations and Comprehensive Plan. Work is performed under the primary supervision of the City Engineer, with secondary supervision and direction being under the Public Works Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Direct and review the work of consultants performing engineering studies, evaluation, planning, design and construction surveillance.

Review private and public developments and projects for compliance with state laws and City regulations. Make independent decisions concerning the adequacy of engineering design.

Use computer models where appropriate. Responsible for professional engineer signature and seal on calculations and drawings.

Structural and geometric design of new or expanded streets & multi-use Trail Systems. Responsible for professional engineer signature and seal on calculations and drawings.
Prepare engineering drawings for repair, remodeling, and expansion of City-owned facilities, i.e., buildings, athletic fields, etc.

Prepare regulatory agencies permit applications and drawings.

Assist the City Engineer and other departments in resolving traffic engineering and transportation related issues.

Prepare cost estimates for modifying, extending, and new construction of stormwater management systems, and streets.

This position, may on occasion, perform limited review of water and sewer infrastructure upon request of the Utilities Director, with the City Engineers approval.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school; must have a Bachelor's degree in Civil Engineering; must be a registered professional engineer in the State of Florida; must have four years of experience in civil or environmental engineering in a responsible design role; should have some planning experience; must have a Florida driver's license; must have word processing, spreadsheets, CAD and personal computer skills.

LANGUAGE SKILLS:

Possess effective techniques of written and verbal communication, organization development, team building, leadership and management; ability to learn the materials, methods and practices used in construction and design operations; ability to learn new and more modern construction and design procedures when appropriate; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must have comprehensive knowledge of modern principles and practices of Civil Engineering; must have ability to read, interpret and develop working plans and solve engineering problems; ability to plan, organize and supervise technical personnel; knowledge of computers and able to use Autocad drafting; must have a thorough knowledge of City ordinances; must have sufficient physical strength to accomplish assigned tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel, to reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch, or crawl, and sit.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, is exposed to fumes, airborne particles, and has some risk of electrical shock. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature
Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Public Works Engineer I

PAY GRADE: 40

DIVISION: Engineering
DEPARTMENT: Public Works

LOCATION: Administration Offices

EMPLOYEE:

REPORTS TO: City Engineer

PREPARED BY: Paul R. Casto

APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:

This is a responsible and skilled engineering position involved in a diverse range of activities including engineering design, plan preparation, drawing, record keeping, and field inspection. Incumbent is also responsible for engineering review of development plans to ensure they comply with the City’s Land Development Regulations and Comprehensive Plan. Work is performed under the primary supervision of the City Engineer, with secondary supervision and direction being under the Public Works Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Direct and review the work of consultants performing engineering studies, evaluation, planning, design and construction surveillance.

Review private and public developments and projects for compliance with state laws and City regulations.

Under the direction of a registered engineer, design, using computer model or other acceptable methods, stormwater management systems, design of roadway systems and multi-use trail systems.
Under direction of a registered engineer, prepare engineering drawings for repair, remodeling, and expansion of City owned facilities, i.e., buildings, athletic fields, etc.

Prepare regulatory agencies permit applications and drawings.

Assist the City Engineer and other departments in resolving traffic engineering and transportation related issues.

Prepare cost estimates for modifying, extending, and new construction of utility systems, stormwater management systems, streets and multi-use trail systems.

This position, may on occasion, perform limited review of water and sewer infrastructure upon request of the Utilities Director, with the City Engineers approval.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school; must have a Bachelor's degree in Civil Engineering; must have an Engineering Intern (E.I.) certificate or obtain one within nine (9) months; must have a Florida driver's license; must have word processing, spreadsheets, CAD and personal computer skills.

LANGUAGE SKILLS:

Possess effective techniques of written and verbal communication and organization development; ability to learn the materials, methods and practices used in construction and design operations; ability to learn new and more modern construction and design procedures when appropriate; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must have comprehensive knowledge of modern principles and practices of Civil Engineering; must have ability to apply knowledge and assist in development of working plans and solve engineering problems; knowledge of computers and able to use Autocad drafting; must have sufficient physical strength to accomplish assigned tasks.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to use
hands to finger, handle, or feel, to reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch, or crawl, and sit.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, is exposed to fumes, airborne particles, and has some risk of electrical shock. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ____________________ Date __________
CITY OF PANAMA CITY BEACH  
Job Description

JOB TITLE: Public Works Field Inspector III

PAY GRADE: 33

DEPARTMENT: Public Works

LOCATION: Administration Offices

EMPLOYEE:

REPORTS TO: City Engineer

PREPARED BY: Paul Casto    DATE: 08/13/2015

APPROVED BY: City Council

DATE:

SUMMARY:

This position is for responsible work in the field inspections of the roadway and stormwater systems owned or regulated by the City with secondary inspections of the potable water, wastewater and reclaimed water systems. Work is performed under the primary supervision and direction of the City Engineer, with secondary supervision and direction being under the Public Works Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of new roadway and stormwater projects being constructed by or regulated by the City.

- Makes occasional inspections of new potable water, wastewater, reclaimed water, being constructed by or regulated by the City;

- Reviews and assists with right-of-way permits and reviews as-built drawings.

- Verifies that construction work in progress complies with approved plans and Specifications;

- Coordinates connections, tie-ins and resolution of conflicts with existing City systems;
Prepare detailed records and reports of inspections;

Assists the Engineering Department with planning of system expansion and rehabilitation projects;

Orders materials and supplies for the Engineering Department;

Supervises inspectors of lower rank;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school or vocational school; Must have at least five (5) years of related inspection / construction experience; Should have safety training background strengths in confined space training; exposure training; should have prior supervisory experience of more than two years.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be able to read, interpret and understand construction plans and specifications without assistance; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; must be able to supervise small numbers of people; must have ability to train others.
PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

________________________________________
Signature Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Public Works Field Inspector II

PAY GRADE: 31
DIVISION: Engineering
LOCATION: Administration Offices
DEPARTMENT: Public Works
EMPLOYEE: Paul Casto
REPORTS TO: City Engineer
PREPARED BY: Paul Casto
APPROVED BY: City Council
DATE: 08/13/2015

SUMMARY:

This position is for responsible work in the field inspections of the roadway and stormwater systems owned or regulated by the City with secondary inspections of the potable water, wastewater, and reclaimed water systems. Work is performed under the primary supervision and direction of the senior Field Inspectors, with secondary supervision and direction being under the City Engineer.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of new roadway and stormwater projects being constructed by or regulated by the City;
- Makes occasional inspections of new potable water, wastewater, reclaimed water projects being constructed by or regulated by the City;
- Verifies that construction work in progress complies with approved plans and specifications;
- Coordinates connections, tie-ins and resolution of conflicts with existing City systems;
- Prepare detailed records and reports of inspections;
Assists the Engineering Department with planning of system expansion and rehabilitation projects;

Orders materials and supplies for the Engineering Department;

Supervises other inspectors of lower rank.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school or vocational school; Must have at least two years of related inspection experience; Should have safety training background strengths in confined space training; exposure training; Should have prior supervisory experience of more than two years.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be able to read, interpret and understand construction plans and specifications without assistance; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; must be able to supervise small numbers of people; must have ability to train others.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

________________________  _______________________
Signature                     Date
This position is for responsible work in the field inspections of the roadway and stormwater systems owned or regulated by the City with secondary inspections of the potable water, wastewater, and reclaimed water systems. Work is performed under the primary supervision and direction of the senior Field Inspectors, with secondary supervision and direction being under the City Engineer.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of new roadway and stormwater projects being constructed by or regulated by the City;
- Makes occasional inspections of new potable water, wastewater, reclaimed water projects being constructed by or regulated by the City;
- Verifies that construction work in progress complies with approved plans and specifications;
- Coordinates connections, tie-ins and resolution of conflicts with existing City systems;
Prepares detailed records and reports of inspections;

Orders materials and supplies for the Engineering Department;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school or vocational school; Should obtain safety training background in confined space training; exposure training.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be able to read, interpret and understand construction plans and specifications without assistance within six months; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; should be able to supervise small numbers of people; should have ability to train others.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.
The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ________________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Public Works Field Inspector Trainee

PAY GRADE: 24

LOCATION: Administration Offices
EMPLOYEE: 
REPORTS TO: City Engineer

PREPARED BY: Paul R. Casto
APPROVED BY: City Council

DEPARTMENT: Public Works

DATE: 08/13/2015

SUMMARY:

This position is for responsible work in the field inspections of the roadway and stormwater systems owned or regulated by the City with secondary inspections of the potable water, wastewater and reclaimed water systems. Work is performed under the primary supervision and direction of the Field Inspector III, with secondary supervision and direction being under the City Engineer.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of new roadway and stormwater projects being constructed by or regulated by the City;
- Makes occasional inspections of new potable water, wastewater, and reclaimed water being constructed by or regulated by the City;
- Verifies that construction work in progress complies with approved plans and specifications;
- Coordinates connections, tie-ins and resolution of conflicts with existing City systems;
- Prepares detailed records and reports of inspections;
QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school or vocational school; Should obtain safety training background in confined space training; exposure training.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be able to read, interpret and understand construction plans and specifications without assistance within six months; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; should be able to supervise small numbers of people; should have ability to train others.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________
Signature

__________________________
Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Stormwater Superintendent

PAY GRADE: 33

DIVISION: Stormwater
DEPARTMENT: Public Works

LOCATION: 200 Gulf Boulevard

EMPLOYEE:
REPORTS TO: Public Works Director

PREPARED BY: Paul Casto
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible supervisory work in the operation of moderately complex public works equipment and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Public Works Director, with secondary supervision and direction being under the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Must be able to design a stormwater system from inception to completion;
- Must have working knowledge of stormwater pollution control tactics and constructions;
- Must have experience in construction estimating procedures and cost control;
- Evaluates and maintains City drainage and stormwater control ditches, swales, structures and ponds;
- Makes certain biweekly time sheets are filled out properly;
- Completes State and Federal Reports;
- Collects samples for laboratory tests;
Makes regular inspections of facilities and equipment to ascertain that they are in proper operation at all times;

Cleans ditches, swales, gutters, culverts, catch basins and other drainage structures;

Performs limited surveying and layout work to establish lines, grades and dimensions for job related work;

Performs pipe laying and drainage structure construction as directed by supervisor;

Performs general carpentry work for various structures and concrete form work;
Operates light construction equipment, sets up and operates pumps, compressors and generators;

Performs asphalt and cement repairs and patch work on roadways;

Picks up, unloads, spots and places materials;

Training of new employees;

Keep records and makes reports.

SUPERVISORY RESPONSIBILITIES:

Supervises all lower ranking staff.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have graduated from standard high school, or vocational school; Must have at least five (5) years of experience in stormwater. Must possess a Class "A" FDEP stormwater certificate with FW&PCOA certificate in stormwater. Must possess FDEP stormwater inspector license.

Must be able to meet with the public, officials of different companies and municipalities and organizations to settle issues or other conflicts.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess Florida driver’s license (CDL-B minimum).

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions; ability and willingness to learn new and more modern maintenance procedures when required.

OTHER REQUIREMENTS:

Must be in good physical condition and have an ability to operate equipment over tough terrain and to perform routine manual labor, including the lifting of heavy articles, for long periods of time; have the ability to schedule and perform maintenance activities; must have surveying skills; ability to layout and design stormwater systems; must have the ability to read blue prints; must have the ability to inspect and correct erosion related problems; have the ability to construct or make repairs and/or adjustments to ditches, swales, gutters, culverts, catch basins, drainage structures, manholes, etc.; when required must be willing to work 10 hour shifts, on call 24 hours; must be dependable, must be able to keep records and make reports; must have mechanical ability; must have understanding of NPDES requirements; must have ability to train others; must be dependable; ability to delegate work; ability to work harmoniously with fellow workers and general public.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.
Some specific job duties that require one or more of the physical demands mentioned above are operating backhoes, tractors, dump trucks, survey transit and level, carpentry tools, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

[Signature]
[Date]
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Stormwater Foreman

PAY GRADE: 33
DIVISION: Stormwater
LOCATION: 200 N. Gulf Boulevard
DEPARTMENT: Public Works
EMPLOYEE:
REPORTS TO: Stormwater Superintendent
PREPARED BY: Paul Casto
APPROVED BY: City Council
DATE: 08/13/2015

SUMMARY:

This position is for responsible supervisory work in the operation of moderately complex public works equipment and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Stormwater Superintendent, with secondary supervision and direction being under the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Evaluates and maintains City drainage and stormwater control ditches, swales, structures and ponds;
- Cleans ditches, swales, gutters, culverts, catch basins and other drainage structures;
- Performs limited surveying and layout work to establish lines, grades and dimensions for job related work;
- Performs pipe laying and drainage structure construction as directed by supervisor;
- Performs general carpentry work for various structures and concrete form work;
- Operates light construction equipment, sets up and operates pumps, compressors and generators;
- Performs asphalt and cement repairs and patch work on roadways;
- Picks up, unloads, spots and places materials where indicated by supervisor;
- Trains junior employees under direction of Stormwater
Superintendent;
  Assist in the training of new employees;
  Supervises small number of people;
  Assist the Stormwater Superintendent in the short and long range planning of the
  stormwater system.
  Keep records and makes reports.

SUPERVISORY RESPONSIBILITIES:
  Supervises all lower ranking staff.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each
essential duty satisfactorily. The requirements listed below are representative of the
knowledge, skill, and/or ability required. Reasonable accommodations may be made to
enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

  Must have graduated from standard high school, or vocational school; Must have
  at least five (5) years experience in stormwater. Must possess Class “A” stormwater
  certificate with FWPCOA in stormwater and FDEP stormwater inspector license.
  Reasonable accommodations may be made to enable individuals with disabilities to
  perform the essential functions. Must possess Florida drivers license
  (CDL-B operator minimum).

LANGUAGE SKILLS:

  Ability to learn the materials, methods and practices used in maintenance
  operations; ability to learn the operation and care of all equipment used in the
  performance of this job; ability to understand and follow oral and/or written instructions;
  ability and willingness to learn new and more modern maintenance procedures when
  required.

OTHER REQUIREMENTS:

  Must be in good physical condition and have an ability to operate equipment over
tough terrain and to perform routine manual labor, including the lifting of heavy articles, for
long periods of time; have the ability to schedule and perform maintenance activities;
must have surveying skills; ability to layout and design stormwater systems; must have
the ability to read blue prints; must have the ability to inspect and correct erosion related
problems; have the ability to construct or make repairs and/or
adjustments to ditches, swales, gutters, culverts, catch basins, drainage structures, manholes, etc.; when required must be willing to work 10 hour shifts, on call 24 hours; must be dependable, must be able to keep records and make reports; must have mechanical ability; must have understanding of NPDES requirements; must have ability to train others; must be dependable; ability to delegate work; ability to work harmoniously with fellow workers and general public.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one or more of the physical demands mentioned above are operating backhoes, tractors, dump trucks, survey transit and level, carpentry tools, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Stormwater Maintenance Worker A

PAY GRADE: 29

DIVISION: Stormwater
DEPARTMENT: Public Works

LOCATION: 200 N. Gulf Boulevard
REPORTS TO: Stormwater Superintendent

PREPARED BY: Paul Casto
APPROVED BY: City Council

SUMMARY:

This position is for responsible supervisory work in the operation of moderately complex public works equipment and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Stormwater Superintendent, with secondary supervision and direction being under the Director of Public Works.

This is an essential position the requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Evaluates and maintains City drainage and stormwater control ditches, swales, structures and ponds;
- Cleans ditches, swales, gutters, culverts, catch basins and other drainage structures;
- Performs limited surveying and layout work to establish lines, grades and dimensions for job related work;
- Performs pipe laying and drainage structure construction as directed by
supervisor;
Performs general carpentry work for various structures and concrete form work;
Operates light construction equipment, sets up and operates pumps, compressors and generators;
Performs asphalt and cement repairs and patch work on roadways;
Picks up, unloads, spots and places materials where indicated by supervisor;
Trains junior employees under direction of Stormwater Superintendent;
Assist in the training of new employees;
Supervises small number of people;
Assist the Stormwater Superintendent in the short and long range planning of the stormwater system;
Keep records and makes reports.

SUPERVISORY RESPONSIBILITIES:
Supervises all lower ranking staff.

QUALIFICATIONS REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:
Must have graduated from standard high school, or vocational school; Must have at least five (5) years of experience in stormwater. Must possess Class "A" stormwater certificate with FW&PCOA certificate in stormwater and FDEP stormwater inspector license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess Florida driver's license (CDL-B operator minimum).

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the
performance of this job; ability to understand and follow oral and/or written instructions; ability and willingness to learn new and more modern maintenance procedures when required.

OTHER REQUIREMENTS:

Must be in good physical condition and have an ability to operate equipment over tough terrain and to perform routine manual labor, including the lifting of heavy articles, for long periods of time; have the ability to schedule and perform maintenance activities; must have surveying skills; ability to layout and design stormwater systems; must have the ability to read blue prints; must have the ability to inspect and correct erosion related problems; have the ability to construct or make repairs and/or adjustments to ditches, swales, gutters, culverts, catch basins, drainage structures, manholes, etc.; when required must be willing to work 10 hour shifts, on call 24 hours; must be dependable, must be able to keep records and make reports; must have mechanical ability; must have understanding of NPDES requirements; must have ability to train others; must be dependable; ability to delegate work; ability to work harmoniously with fellow workers and general public.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one or more of the physical demands mentioned above are operating backhoes, tractors, dump trucks, survey transit and level, carpentry tools, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature            Date
CITY OF PANAMA CITY BEACH  
Job Description  

JOB TITLE: Stormwater Maintenance Worker B

PAY GRADE: 27

DIVISION: Stormwater  
DEPARTMENT: Public Works

LOCATION: 200 N. Gulf Boulevard  
EMPLOYEE:  
REPORTS TO: Stormwater Superintendent

PREPARED BY: Paul Casto  
APPROVED BY: City Council

DATE: Revised 08/13/2015  
DATE:

SUMMARY:

This position is for responsible skilled work in the operation of moderately complex public works equipment and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Stormwater Superintendent, with secondary supervision and direction being under the Director of Public Works.

This is an essential position the requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Evaluates and maintains City drainage and stormwater control ditches, swales, structures and ponds;
- Cleans ditches, swales, gutters, culverts, catch basins and other drainage structures;
- Performs limited surveying and layout work to establish lines, grades and dimensions for job related work;
- Performs pipe laying and drainage structure construction as directed by
supervisor;
Performs general carpentry work for various structures and concrete form work;
Operates light construction equipment, sets up and operates pumps, compressors and generators;
Performs asphalt and cement repairs and patch work on roadways;
Picks up, unloads, spots and places materials where indicated by supervisor;
Keep records and makes reports.

SUPERVISORY RESPONSIBILITIES:
May supervise lower ranking staff of the Stormwater Division with approval of the Stormwater Superintendent.

QUALIFICATIONS REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:
Must have graduated from standard high school, or vocational school; Two (2) years of experience with stormwater or have any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must possess Class “B” stormwater certificate with FW&PCOA in stormwater. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess Florida driver's license (D operator minimum).

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions.

OTHER REQUIREMENTS:
Must be in good physical condition and have an ability to operate equipment over rough terrain and to perform routine manual labor, including the lifting of heavy articles, for long periods of time; have the ability to construct or make repairs and/or adjustments to ditches, swales, gutters, culverts, catch basins, drainage structures, manholes, etc.;
when required must be willing to work 10 hour shifts, on call 24 hours; must be
dependable, must be able to keep records and make reports; must have mechanical
ability; must have ability to train others; ability to work harmoniously with fellow workers
and others.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to
stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to
sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to
finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift
and move up to 100 pounds. Specific vision abilities required by this job include close
vision, color vision, peripheral vision, depth perception, ability to adjust focus, and
distance vision

Some specific job duties that require one or more of the physical demands
mentioned above are operating backhoes, tractors, dump trucks, survey transit and
level, carpentry tools, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those
an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to
perform the essential functions.

While performing the duties of this job, the employee occasionally works near
moving mechanical parts, works in high, precarious places, sometimes in inclement
weather and is exposed to fumes and airborne particles and vibration. The noise level in
the work environment is usually loud.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature  Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Stormwater Maintenance Worker C

PAY GRADE: 25

DIVISION: Stormwater
DEPARTMENT: Public Works

LOCATION: 200 N. Gulf Boulevard

EMPLOYEE:
REPORTS TO: Stormwater Superintendent

PREPARED BY: Paul Casto
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible skilled work in the operation of moderately complex public works equipment and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Stormwater Superintendent, with secondary supervision and direction being under the Director of Public Works.

This is an essential position the requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Evaluates and maintains City drainage and stormwater control ditches, swales, structures and ponds;
- Cleans ditches, swales, gutters, culverts, catch basins and other drainage structures;
- Performs limited surveying and layout work to establish lines, grades and dimensions for job related work;
- Performs pipe laying and drainage structure construction as directed by
supervisor;
Performs general carpentry work for various structures and concrete form work;
Operates light construction equipment, sets up and operates pumps, compressors, and generators;
Performs asphalt and cement repairs and patch work on roadways;
Picks up, unloads, spots, and places materials where indicated by supervisor;
Keep records and makes reports.

SUPERVISORY RESPONSIBILITIES:

May supervise lower ranking staff of the Stormwater Division with approval of the Stormwater Superintendent.

QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have graduated from standard high school, or vocational school; One (1) year experience with stormwater or have any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must possess Class "C" stormwater certificate with FW&PCOA certificate in stormwater. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess Florida driver's license (D operator minimum).

LANGUAGE SKILLS:

Ability to learn the materials, methods, and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions.

OTHER REQUIREMENTS:

Must be in good physical condition and have an ability to operate equipment over tough terrain and to perform routine manual labor, including the lifting of heavy articles, for long periods of time; have the ability to construct or make repairs and/or adjustments
to ditches, swales, gutters, culverts, catch basins, drainage structures, manholes, etc.; when required must be willing to work 10 hour shifts, on call 24 hours; must be dependable, must be able to keep records and make reports; must have mechanical ability; must have ability to train others; ability to work harmoniously with fellow workers and others.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one or more of the physical demands mentioned above are operating backhoes, tractors, dump trucks, survey transit and level, carpentry tools, unloading trucks, etc.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature                   Date
This position is for routine semi-skilled or skilled work in the operation of moderately complex public works equipment and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Stormwater Superintendent, with secondary supervision and direction being under the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Evaluates and maintains City drainage and stormwater control ditches, swales, structures and ponds;
- Cleans ditches, swales, gutters, culverts, catch basins and other drainage structures;
- Performs pipe laying and drainage structure construction as directed by supervisor;
- Performs asphalt and cement repairs and patch work on roadways;
- Picks up, unloads, spots and places materials where indicated by supervisor;
QUALIFICATIONS REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have completed a standard grade school course; must have some experience in performing heavy manual labor and operation of moderately complex public works equipment; or have any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

LANGUAGE SKILLS:

Must have the ability to learn the materials, methods and practices used in maintenance operations. Must possess the ability to learn the operation and care of all equipment used in the performance of this job and have the ability to understand and follow oral and/or written instructions.

OTHER REQUIREMENTS:

Must be able to read and write; must be in good physical condition and have an ability to operate equipment over tough terrain and to perform routine manual labor, including the lifting of heavy articles, for long periods of time; must have a current Florida driver's license; have the ability to construct or make repairs and/or adjustments to ditches, swales, gutters, culverts, catch basins, drainage structures, manholes, etc.; ability to work harmoniously with fellow workers and others.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and
distance vision

Some specific job duties that require one or more of the physical demands mentioned above are operating backhoes, tractors, dump trucks, survey transit and level, carpentry tools, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________  __________________
Signature                   Date
STREET
DEPARTMENT
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Street Department Superintendent

PAY GRADE: 34

DIVISION: Street
DEPARTMENT: Public Works

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE: Paul Casto
REPORTS TO: Public Works Director

PREPARED BY: Paul Casto
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible supervisory work in the upkeep and maintenance of the roads, roadways, and streets in the City of Panama City Beach. Work is performed under the primary supervision and direction of the Public Works Director, with secondary supervision and direction being under the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Supervising or performing the training of new employees and all temporary help,
- Supervising or performing the pick-up of trash and garbage spills on roadways, public parks, etc.,
- Supervising or performing asphalt and concrete patch work on roadways,
- Supervising or performing the clearing of brush and cuts and edges grass and weeds with hand tools and power operated machines (i.e. bushhogging) within right-of-ways throughout the City,
- Supervising or performing the general care to lawns and grounds; removes dirt, rubbish, weeds, leaves and other refuse from grounds, planting of trees, shrubs, and flowers,
Assist the Public Works Director in the long range plans for the street department;

Keeps abreast of current developments in the field by attending meetings, reading and holding individual conferences with comparable officials in neighboring jurisdictions;

Supervises and/or orders all materials, equipment and supplies for the Department;
Supervising or performing the general maintenance on highways, bridges, and in parks;

Supervising or performing the schedule of the trash pickup, and operation of the knuckle boom truck;

Supervising the herbicide spraying of lakes, canals, ditches and retention areas within City limits;

Supervising and performing the clearing of ditches with bush cutter, digs ditches and shovels, builds retaining walls, places sandbags, and performs related works in trenches or excavations with water in excavation;

Schedules routine maintenance of equipment used by the street department division;

Coordinates and plans work schedules and assignment of duties;

Supervises and inspects all work performed in the department;

Supervises and or performing the making of street signs for the City of Panama City Beach;

Develops programs, goals and training courses for the street department worker;

Keeps records and other data;

SUPERVISOR RESPONSIBILITIES:

Supervision of all lower ranking staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the
knowledge, skill, and/or ability required. Ability to recognize safety hazards in the work involved and take precautionary methods to protect self and others; must be dependable; must be able to complete assigned task without supervision; must be able to keep records and make reports; must have ability to maintain shift schedules and job assignments; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school/GED, or vocational school; must have seven (7) years of experience within Street/Road Department environment, or have any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; must have Class A CDL with air Driver's license issued by the State of Florida; must have six (6) years of experience in the operation of heavy equipment; must be capable of supervising large groups; must have roadside and aquatics herbicide applicator's license; must have experience in performing heavy manual labor; must have Road Safety and Heavy Equipment Training from FDOT or an equivalent safety training program; must have basic working knowledge of computer applications.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions; ability to understand and willingness to learn new and more modern maintenance procedures; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be in excellent physical condition and have an ability to perform routine manual labor, including the lifting of heavy articles for long periods of time; when required must be willing to work 10 hour shifts, on call 24 hours and work seven days a week when required; must be dependable, must have understanding of NPDES stormwater requirements; must have mechanical ability; must have technical skills in all areas of labor; must have ability to train others; Must be skilled in the operation of heavy equipment; must have ability to maintain inventory of all supplies, equipment and materials ordered.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, and crawl, climb or balance. The employee frequently is required to sit, reach with arms and hands, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one or more of the physical demands mentioned above are driving tractors, dump trucks, ATV's, knuckle boom truck, using weed-eaters, bushhogging, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, in high, precarious places, and is sometimes exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Roadside Maintenance Foreman

PAY GRADE: 30

DIVISION: Street
DEPARTMENT: Public Works

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Street Superintendent

PREPARED BY: Paul Casto
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible supervisory work in the upkeep and maintenance of the roads, roadways, and streets in the City of Panama City Beach. Work is performed under the primary supervision and direction of the Street Department Superintendent, with secondary supervision and direction being under the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Responsible for the training of new employees and supervises all temporary help,
- Supervising or performing the pick-up of trash and garbage spills on roadways, public parks, etc.,
- Supervising or performing asphalt and concrete patch work on roadways,
- Supervising or performing the clearing of brush and cuts and edges grass and weeds with hand tools and power operated machines (i.e. bushhogging) within right-of-ways throughout the City;
- Supervising or performing the general care to lawns and grounds; removes dirt, rubbish, weeds, leaves and other refuse from grounds,
- Supervising or performing the planting of trees, shrubs, and flowers,
Supervises and/or orders all materials, equipment and supplies for the Department.
Supervising or performing the general maintenance on highways, bridges, and in parks,

Supervising or performing the schedule of the trash pickup, and operation of the knuckle boom truck,

Supervising the herbicide spraying of lakes, canals, ditches and retention areas within City limits,

Supervising and performing the clearing of ditches with bush cutter, digs ditches and shovels, builds retaining walls, places sandbags, and performs related works in trenches or excavations with water in excavation,

Supervising and performing lubricates, services, and makes minor inspections and corrections on vehicles in a shop or field,

Supervising and performing the operation of light construction equipment; sets up and operates pumps, compressors and generators,

Assist Street Department Superintendent in the short and long range planning of the street department.

Coordinates and plans work schedules and assignment of duties.

Supervises and inspects all work performed in the department.

Supervises and or performing the making of street signs for the City of Panama City Beach.

SUPERVISOR RESPONSIBILITIES:

Supervision of all lower ranking staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Ability to recognize safety hazards in the work involved and take precautionary methods to protect self and others; must be dependable; must be able to complete assigned task without supervision; must be able to keep records and make reports; must have ability to maintain shift schedules and job assignments; Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school/GED, or vocational school; must have seven (7) years of experience within Street/Road Department environment, or have any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; must have Class A CDL with air Driver's license issued by the State of Florida; must have six (6) years of experience in the operation of heavy equipment; must be capable of supervising large groups; must have roadside and aquatics herbicide applicator's license; must have experience in performing heavy manual labor; must have Road Safety and Heavy Equipment Training from FDOT or an equivalent safety training program; must have basic working knowledge of computer applications.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions; ability to understand and willingness to learn new and more modern maintenance procedures; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be in excellent physical condition and have an ability to perform routine manual labor, including the lifting of heavy articles for long periods of time; when required must be willing to work 10 hour shifts, on call 24 hours and work seven days a week when required; must be dependable, must have understanding of NPDES stormwater requirements; must have mechanical ability; must have technical skills in all areas of labor; must have ability to train others; Must be skilled in the operation of heavy equipment; must have ability to maintain inventory of all supplies, equipment and materials ordered.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, and crawl, climb or balance. The employee frequently is required to sit, reach with arms and hands, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.
The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one of more of the physical demands mentioned above are driving tractors, dump trucks, ATV's, knuckle boom truck, using weed-eaters, bushhogging, chainsaws, tree trimmers, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, in high, precarious places, and is sometimes exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ____________________________ Date ___________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Street Senior Maintenance Worker

PAY GRADE: 28

DIVISION: Street
DEPARTMENT: Public Works

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE: 
REPORTS TO: Street Superintendent

PREPARED BY: Paul Casto
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible skilled manual work in the upkeep and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Street Department Superintendent, with secondary supervision and direction being under the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

* Clears brush and cuts and edges grass and weeds with hand tools and power operated machines (bush hogging) within City right-of-ways; gives general care to lawns and grounds; removes dirt, rubbish, weeds, leaves and other refuse from grounds.

* Picking up trash and garbage spills on roadways, public parks, etc.

* Performs asphalt and concrete patch work on roadways,

* Unloads City vehicles,

* Trains junior employees under direction of Street Department Superintendent,

* May supervise lower ranking staff of the Street Department with approval of the
Street Department Superintendent,

* Clears ditches with bush cutter, digs ditches and shovels, builds retaining walls, places sandbags, and performs related works in trenches or excavations with water in excavation,
* Plants trees, shrubs and flowers,
* Performs general maintenance on highways, and bridges,
* Operates heavy equipment; sets up and operates pumps, compressors and generators,
* Lubricates, services, and makes minor inspections and corrections on vehicles in a shop or field,
* May be required to operate various automotive vehicles, trucks or tractors,

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must have a working knowledge of tools, methods, and materials in general maintenance work; ability to recognize safety hazards in the work involved and take precautionary methods to protect self and others; must be dependable; must be able to complete task with assigned equipment with minimal supervision. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have completed high school/GED, or graduated from a vocational school or have any equivalent combination of experience and training which provides the required knowledge, skills and abilities; must have at least four (4) years of experience in Streets/Roads Department environment or have any equivalent combination of experience and training which provides the required knowledge, skills and abilities; must have class "A" CDL with air driver's license issued by the State of Florida; must have at least three (3) years of experience in the operation of heavy equipment and must have completed Road Safety Training and Heavy Equipment training.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions;
ability to understand and willingness to learn new and more modern maintenance procedures; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be in excellent physical condition and have an ability to perform routine manual labor, including the lifting of heavy articles, for long periods of time; must be able to keep records and make reports; must be able to work 10 hour shifts, on call 24 hours and seven days a week when required; must have technical skills in all areas of labor; must have the ability to train others; must be capable of supervising small groups; must have experience in performing heavy manual labor.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one or more of the physical demands mentioned above are driving tractors, dump trucks, using weed-eaters, brush hogging, unloading trucks, ATV's, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________ Date __________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Street Maintenance Worker

PAY GRADE: 25

LOCATION: 200 N. Gulf Boulevard

DIVISION: Street
DEPARTMENT: Public Works

EMPLOYEE: REPORTS TO: Street Superintendent

PREPARED BY: Paul Casto APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible semi-skilled or skilled manual work in the upkeep and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Street Division Superintendent, with secondary supervision and direction being under the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

* Clears brush and cuts and edges grass and weeds with hand tools and power operated machines (bush hogging) within City right-of-ways; gives general care to lawns and grounds; removes dirt, rubbish, weeds, leaves, and other refuse from grounds,

* Picking up trash and garbage spills on roadways, public parks, etc.,

* Performs asphalt and concrete patch work on roadways,

* Perform skilled tasks of one or more of the skilled trades; or on a regular basis, may assist higher level maintenance workers,

* Perform the general care to lawns and grounds; removes dirt, rubbish, weeds, leaves and other refuse from grounds,
* Cleans ditches with bush cutter, digs ditches and shovels, builds retaining walls, places sandbags, and performs related works in trenches or excavations with water in excavation,

* Performing lubricates, services, and makes minor inspections and corrections on vehicles.

* Unloads City vehicles,

* Must be skilled in the operation of heavy equipment,

* Plants trees, shrubs and flowers,

* Performs general maintenance on highways, and bridges,

* Operates light construction equipment; sets up and operates pumps, compressors and generators,

* Lubricates, services, and makes minor inspections and corrections on vehicles in a shop or field,

* May be required to operate various automotive vehicles, trucks or tractors.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must have a working knowledge of tools, methods, and materials in general maintenance work; ability to recognize safety hazards in the work involved and take precautionary methods to protect self and others; must follow safety guidelines provided by the City; must be dependable; must be able to complete task with assigned equipment without supervision.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have completed a standard grade school course; must have at least two (2) years of experience in Streets/Roads Department environment, or have any equivalent combination of experience and training which provides the required knowledge, skills and abilities; must have a class B with air CDL driver's license issued by the State of Florida; must have at least one (1) year experience in the operation of heavy equipment; must have experience in performing heavy manual labor, must have completed Heavy Equipment training courses as well as a Road Safety Training
LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be able to read and write; must be in excellent physical condition and have an ability to perform routine manual labor, including the lifting of heavy articles, for long periods of time; must be willing to work 10 hours shifts, be on call 24 hours and be willing to work seven days a week when required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one or more of the physical demands mentioned above are driving tractors, dump trucks, using weed-eaters, brush hogging, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Street Maintenance Worker Trainee

PAY GRADE: 24

DIVISION: Street
DEPARTMENT: Public Works

LOCATION: 200 N. Gulf Boulevard

EMPLOYEE:
REPORTS TO: Street Superintendent

PREPARED BY: Paul Casto
APPROVED BY: City Council

SUMMARY:
This position is for routine unskilled or semi-skilled manual work in the upkeep and maintenance of the City of Panama City Beach. Work is performed under the primary supervision and direction of the Street Department Superintendent, with secondary supervision and direction being under the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Clears brush and cuts and edges grass and weeds with hand tools and power operated machines (bush hogging) within City right-of-ways; removes dirt, rubbish, weeds, leaves, and other refuse from grounds,
- Picking up trash and garbage spills on roadways, public parks, etc.,
- Performs asphalt and concrete patch work on roadways,
- Unloads City vehicles,
- Clears ditches with bush cutter, digs ditches and shovels, builds retaining walls, places sandbags, and performs related task,
- Plants trees, shrubs and flowers,
- Works in trenches or excavations with water in excavation.
- Performs general maintenance on highways, and bridges,
- May be required to operate various automotive vehicles, trucks, or tractors,
- Performs related work as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must have a working knowledge of tools, methods, and materials in general maintenance work; must have the ability to recognize safety hazards in the work involved and take precautionary methods to protect self and others. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have completed a standard grade school course and have some experience in construction, maintenance and repair work; required to possess a valid Florida Driver's license with driving record acceptable to the City insurance program and must have the ability to obtain a Class "C" Driver's license within six (6) months; must have some experience in performing heavy manual labor, or have any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in maintenance operations; ability to learn the operation and care of all equipment used in the performance of this job; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:

Must be able to read and write; must be in excellent physical condition and have an ability to perform routine manual labor, including the lifting of heavy articles, for long periods of time; must be willing to work ten (10) hour shifts, 24 hour on call and during seasonal times seven (7) days a week; must be dependable.
PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl, climb or balance. The employee frequently is required to sit, reach with hands and arms, and talk or hear, walk and stand, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ability to adjust focus, and distance vision.

Some specific job duties that require one or more of the physical demands mentioned above are driving tractors, ATV's, using weed-eaters, bush-hogging, unloading trucks, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, works in high, precarious places, sometimes in inclement weather and is exposed to fumes and airborne particles and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
UTILITIES
ADMIN-ENGINEERING
This position is for highly responsible professional administrative, supervisory and technical work directing utility engineering staff and operations of Panama City Beach's Wastewater Treatment Plant, Reuse to Wetlands, Underground Utilities, Water Pumping and Storage, Utility Billing and Meter Reading. Work is performed under the direction of the City Manager.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Evaluates the short and long range needs of the City regarding the services provided by the Water and Wastewater Utility, defining new or upgraded facilities necessary to accommodate these needs;

Evaluates the fiscal needs of each division and develops financial plans to accomplish the goals of the division needs;

Plans, reviews and supervises departmental policies, programs and operations through division superintendents;

Directs the activities involved in the operation and maintenance of the wastewater treatment, lift station pumping, transmission and collection systems; Directs the activities involved in the operation and maintenance of the effluent disposal system, including public access reuse. Directs the activities of the potable water
storage and pumping facilities, transmission, distribution and metering;
Coordinates work activities with other City programs and projects. Evaluates work activities through review of work plans, reports, conference and inspections;

Reviews plans at meetings and by inspection before approval actions within the department;

Prepares and monitors budgets for each division within the department;

Directs the activities of professional and technical staff engaged in engineering design, inspections and drafting.

Directs the activities of professional and technical staff engaged in activities of the Wastewater Plant Division, Underground Utilities Division and Water Pumping and Storage Division;

Addresses and follows up on complaints by citizens and customers regarding water, sewer or reuse related problems;

Compiles utilities engineering specifications and cost estimates including capital construction projects and renovations; Prepares periodic reports and records;

Develops programs, goals and training courses for the Wastewater Plant Division, Underground Utilities Division, Water Pumping and Storage Division;

Oversees the Health and Safety Program for the Utilities Department;

Supervises planning studies and provides guidance with respect to planning programs, implementation of procedures and continuing planning programs;

Confers with City officials, with City Manager's concurrence, other governmental agencies and the public on utilities and engineering activities and problems;

Review public developments and projects for compliance with state laws and City regulations;

Design or supervises the in-house, or consultant performed, design of potable water, reuse water, and sanitary sewer systems to include pump stations, distribution, transmission and collection networks;

Use computer models where appropriate;

Responsible for professional engineer signature and seal on calculations and drawings where appropriate;
Keeps up-to-date on current developments in the water and wastewater field by means of meetings with counter-parts in neighboring jurisdictions, industry sponsored events and through literature;

Oversees preparation of regulatory agencies permit applications and drawings;

Prepare cost estimates for modifying, extending, and new construction of utility systems;

SUPERVISORY RESPONSIBILITIES:

Supervises all staff of the Underground Utilities, Wastewater Treatment Plant, Water Pumping & Storage Divisions, Utility Billing and Meter Readers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have graduated from an accredited college or university with a Bachelor's degree in Civil Engineering; must be a licensed professional engineer in the State of Florida; must have a minimum of ten (10) years of experience in environmental engineering with at least five (5) years in a responsible supervisory role; must have a Florida driver's license. Must have considerable experience in wastewater treatment practices, water and wastewater pumping station design and water/wastewater/reuse collection or distribution systems; experience in a comparable capacity in other public utility activities.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, standard methods, and practices as applied to the operation and maintenance of potable water treatment and supply, wastewater collection, treatment and disposal systems.

Knowledge of the principles, practices, and procedures of public and business administration as applied to a large organization.

Knowledge of organizational and accounting principles, practices, and procedures as applied in a large fiscal operation.

Ability to technically evaluate plans and designs of physical facilities relating to
potable water, and wastewater systems.

Ability to plan, supervise and coordinate technical and administrative programs.

Ability to plan and direct the work of a large staff of professional employees and maintain effective working relationships with staff, other departments, and the public.

Ability to communicate, both orally and in writing, and make community and professional presentations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel, to reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch, or crawl, and sit.

The employee must frequently lift and move from 10 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is rarely exposed to potential fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH  
Job Description  

JOB TITLE: CAD Operator II  

PAY GRADE: 31  
DIVISION: Engineering  
DEPT.: Utilities  

LOCATION: Administration Office  
EMPLOYEE:  
REPORTS TO: Utilities Engineer  

PREPARED BY: Al Shortt  
APPROVED BY: CITY COUNCIL  

DATE: Revised 08/13/2015  
DATE:  

SUMMARY:  
This position is for responsible highly skilled technical and drafting work involving the preparation of a variety of engineering drawings. Work is performed under the primary supervision of direction of the Utilities Engineer, with secondary supervision and direction being under the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Aids engineering staff in developing concepts into construction/design plans for a variety of public works projects, including but not limited to: water and wastewater utility projects, storm water drainage projects, roadway, utility, recreation, land use, comprehensive plan and zoning maps, etc.

Performs construction project layouts and drawings with limited direction from engineering staff. Develops plans from engineering criteria and calculations, survey notes, published design standards and instructions.

Prepares computer aided drafting plans for moderately difficult sketches and drawings of architectural, structural, mechanical, electrical, and other features in connection with the construction of new buildings and the repair and alteration of existing structures.

Coordinates purchase of Engineering CAD drafting supplies and reproduction materials;

Plots and drafts right-of-ways and easements from survey notes and easement descriptions;
Prepares sketches and finished drawings in connection with the construction of new buildings and the repair and alteration of existing structures;

Draws maps showing location of maintained rights-of-way and City utilities such as water mains, valves, fire hydrants, sewers, manholes, and pump stations.

Conducts paper and web-based research on technical issues for lead engineers and designers;

Maintains accurate as-built drawings for city utilities, Maintains valve location ties;

Develops illustrations and charts for publication and presentations;

Prepares, or assists in preparation of, permit applications and associated drawings for county, state or federal permits associated with public works projects.

Researches records, collects data and performs field work as necessary to verify engineering drawing information.

Performs field inspections of related work.

Runs and correlates prints.

Performs other related work as required.

SUPERVISORY RESPONSIBILITIES:
Supervises junior technicians with approval of Utilities Engineer.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Must have graduated from standard high school or vocational school, and five (5) years of automated drafting experience; college training may be substituted at the rate of 30 semester hours for each year of required experience, provided such training included twelve (12) semester hours of drafting related work; a comparable amount of training and/or experience may be substituted for the minimum qualifications. Must have a valid Florida driver's license. Previous experience with Geographic Information Systems (GIS) is desirable.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in drafting and design operations; ability to learn new and more modern drafting and design procedures when
required; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must have comprehensive knowledge of the principles and practices of AutoCAD engineering drafting; knowledge of construction specifications and plans; ability to make difficult and technical engineering drawings; skilled in the use of engineering drafting instruments and automated equipment; ability to prepare reports, recommendations, work orders, maps; ability to maintain close liaison and coordinate Public Works activities with other municipal departments.

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

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, is exposed to fumes, airborne particles, and has some risk of electrical shock. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties.

Signature   Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: CAD Operator I

PAY GRADE: 29

DIVISION: Engineering
DEPT.: Utilities

LOCATION: Administration Offices

REPORTS TO: Utilities Engineer

PREPARED BY: Al Shortt
APPROVED BY: CITY COUNCIL

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible skilled drafting work involving the preparation of a variety of engineering drawings. Work is performed under the primary supervision of direction of the Utilities Engineer, with secondary supervision and direction being under the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Performs AutoCAD drafting work of moderate difficulty in the preparation of plans for a variety of public works projects, including but not limited to: water and wastewater utility projects, storm water drainage projects, roadway, utility, recreation, land use, comprehensive plan and zoning maps, etc.

Performs preliminary layouts and drawings that are developed from engineering criteria, survey notes, published design standards and basic instructions.

Work may also involve the use of computer aided drafting for preparation of moderately difficult sketches and drawings of architectural, structural, mechanical, electrical, and other features in connection with the construction of new buildings and the repair and alteration of existing structures.

Plots and drafts right-of-ways and easements from survey notes and easement descriptions;

Prepares sketches and finished drawings in connection with the construction of new buildings and the repair and alteration of existing structures;

Draws maps showing location of maintained rights-of-way and City utilities such as
water mains, valves, fire hydrants, sewers, manholes, and pump stations.

Conducts paper and web-based research on technical issues for lead engineers and designers;

Maintains accurate as-built drawings for city utilities, maintains valve location ties;

Develops illustrations and charts for publication and presentations;

Prepares, or assists in preparation of, permit applications and associated drawings for county, state or federal permits associated with public works projects.

Researches records, collects data and performs field work as necessary to verify engineering drawing information.

Performs field inspections of related work.

Runs and correlates prints.

Performs other related work as required.

SUPERVISORY RESPONSIBILITIES:
None.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Must have graduated from standard high school or vocational school, and two (2) years of automated drafting experience; college training may be substituted at the rate of 30 semester hours for each year of required experience, provided such training included twelve (12) semester hours of drafting related work; a comparable amount of training and/or experience may be substituted for the minimum qualifications. Must have a valid Florida driver's license. Previous experience with Geographic Information Systems (GIS) is desirable.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in drafting and design operations; ability to learn new and more modern drafting and design procedures when required; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.
OTHER REQUIREMENTS:

Must have sufficient physical strength to accomplish assigned tasks; must have comprehensive knowledge of the principles and practices of AutoCAD engineering drafting; knowledge of construction specifications and plans; ability to make difficult and technical engineering drawings; skilled in the use of engineering drafting instruments and automated equipment; ability to prepare reports, recommendations, work orders, maps; ability to maintain close liaison and coordinate Public Works activities with other municipal departments.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, is exposed to fumes, airborne particles, and has some risk of electrical shock. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties.

Signature  Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Cross Connection Technician II

PAY GRADE: 31

LOCATION: 110 S. Arnold Road

EMPLOYEE: REPORTS TO: Utilities Director

PREPARED BY: Al Shortt APPROVED BY: City Council

DATE: Revised 08/13/2015

DIVISION: Wastewater

PAY GRADE: DEPARTMENT: Public Works

SUMMARY:
This position is for responsible administrative and field work related to the potable water and reclaimed water distribution systems of Panama City Beach's Utilities Department. This position requires extensive public contact with utility system customers. Work is performed under the primary supervision and direction of the Utilities Director with secondary supervision and direction being under the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Coordinates the connections to the City's Reclaimed Water System;
- Coordinates the City's Cross Connection Program;
- Maintains documentation, computer databases, and produces regulatory reports related to the reclaimed and potable water systems;
- Works with Utilities Director on projects for the reclaimed water and potable water systems;
- Makes presentations regarding systems to the public to increase public awareness;
- Acts as a liaison between the utility and reclaimed water customers to ensure the public is knowledgeable about safe uses of reclaimed water;
Acts as a liaison between the utility and potable water of customers to ensure the public is knowledgeable about safe uses of reclaimed water and the importance of properly function backflow prevention devices.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school; should have some post high school education in a technical field; must have three (3) years of experience in cross connection programs; must have backflow tester certification issued by the FW&PCOA or obtain within 6 months; must obtain certification as Reclaimed Water Field Site Inspector within twelve (12) months; should possess a Class B Distribution system certificate.

LANGUAGE SKILLS:
Ability to communicate clearly and effectively ideas and concepts in both written and oral form; ability to effectively explain technical concepts in layman terms to members of the general public; ability to speak effectively to large groups; ability and willingness to learn new and more modern procedures related to wastewater reuse and cross connection prevention; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Must have strong intra-personal skills; non-confrontational personality;
Must be able to keep detailed records and make clear and accurate reports;
Must be familiar with computers especially the use of word processing and spreadsheet software;
Must be able to supervise small numbers of people;
Must have ability to train others;
Must have sufficient physical strength to accomplish assigned tasks;
Must be dependable;
Must score 70 percent or above on City provided math skills exam (Competency test)
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Cross Connection Technician I

PAY GRADE: 29

DIVISION: Engineering
DEPARTMENT: Utilities

LOCATION: 110 S. Arnold Road
EMPLOYEE:
REPORTS TO: Utilities Director

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible administrative and field work related to the potable water and reclaimed water distribution systems of Panama City Beach’s Utilities Department. This position requires extensive public contact with utility system customers. Work is performed under the primary supervision and direction of the Utilities Director with secondary supervision and direction being under the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Coordinates the connections to the City’s Reclaimed Water System;

Coordinates the City’s Cross Connection Program;

Maintains documentation, computer databases, and produces regulatory reports related to the reclaimed and potable water systems;

Works with Utilities Director on projects for the reclaimed water and potable water systems;

Makes presentations regarding systems to the public to increase public awareness;

Acts as a liaison between the utility and reclaimed water customers to ensure the public is knowledgeable about safe uses of reclaimed water;
Acts as a liaison between the utility and potable water of customers to ensure the public is knowledgeable about safe uses of reclaimed water and the importance of properly function backflow prevention devices.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school; should have some post high school education in a technical field; must have backflow tester certification issued by the FW&PCOA or obtain within 6 months; must obtain certification as Reclaimed Water Field Site Inspector within twelve (12) months; should possess a Class "C" Distribution system certificate.

LANGUAGE SKILLS:
Ability to communicate clearly and effectively ideas and concepts in both written and oral form; ability to effectively explain technical concepts in layman terms to members of the general public; ability to speak effectively to large groups; ability and willingness to learn new and more modern procedures related to wastewater reuse and cross connection prevention; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Must have strong intra-personal skills; non-confrontational personality;
Must be able to keep detailed records and make clear and accurate reports;
Must be familiar with computers especially the use of word processing and spreadsheet software;
Must be able to supervise small numbers of people;
Must have ability to train others;
Must have sufficient physical strength to accomplish assigned tasks;
Must be dependable;
Must score 70 percent or above on City provided math skills exam (Competency test)
PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: UTILITIES ENGINEER II

PAY GRADE: 44

DIVISION: Engineering
DEPARTMENT: Utilities

LOCATION: Administration Offices

EMPLOYEE:

REPORTS TO: Utilities Director

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This is a responsible and skilled engineering position involved in a diverse range of activities including engineering design, plan preparation, drawing, record keeping, and field inspection. Incumbent is also responsible for engineering review of development plans to ensure they comply with the applicable Utility Standards. Work is performed under the primary supervision of the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Direct and review the work of consultants performing engineering studies, evaluation, planning, design and construction surveillance on City projects;

Review private and public developments and projects for compliance with state laws and City utility standards. Make independent decisions concerning the adequacy of engineering design;

Serves as project manager for assigned municipal utility engineering projects;

Conducts preliminary studies and prepares designs for a variety of utility plants, pump stations and underground utilities facilities;

Prepares plans, specifications, estimates, reports and standards pertaining to the
construction, maintenance, and operation of a variety of utility or underground utilities projects;

Use computer software and models where appropriate;

Confers with contractors, subdivision developers and consulting engineers regarding utility plans and developments;

Supervise inspection of assigned construction projects;

Responsible for professional engineer signature and seal on calculations and drawings prepared under the incumbents' responsible charge;

Prepare regulatory agencies permit applications and drawings where appropriate;

This position, may on occasion, perform limited review of stormwater and street infrastructure plans and related construction administration upon request of the City Engineer, with the Utilities Director approval.

SUPERVISORY RESPONSIBILITIES:
  May supervise and schedule drafting and design technicians and lower level engineers in design activities.

EDUCATION and EXPERIENCE:
  Must have graduated from an accredited college or university with a Bachelor's degree in Civil Engineering; must be a licensed professional engineer in the State of Florida; must have a minimum of four (4) years of experience in environmental engineering in a responsible design role; must have a Florida driver's license; must have strong word processing, spreadsheets, and personal computer skills.

LANGUAGE SKILLS:
  Possess effective techniques of written and verbal communication, organization development, team building, leadership and management; ability to learn the materials, methods and practices used in construction and design operations; ability to learn new and more modern construction and design procedures when appropriate; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
  Must have comprehensive knowledge of modern principles and practices of Civil Engineering with emphasis on water and wastewater utilities; must have ability to read, interpret and develop working plans and solve engineering problems; ability to plan, organize and supervise technical personnel; proficient working knowledge in the use of Microsoft Word, Excel, PowerPoint; must have sufficient physical strength to accomplish assigned tasks.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel, to reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch, or crawl, and sit.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is rarely exposed to potential fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature  Date
SUMMARY:
This is a responsible and skilled engineering position involved in a diverse range of activities including engineering design, plan preparation, drawing, record keeping, and field inspection. Incumbent is also responsible for engineering review of development plans to ensure they comply with the applicable Utility Standards. Work is performed under the primary supervision of the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

With oversight, reviews the work of consultants performing engineering studies, evaluation, planning, design and construction surveillance on City projects;

Review private and public developments and projects for compliance with state laws and City utility standards. With oversight, makes decisions concerning the adequacy of submitted engineering design;

May serve as project manager for assigned municipal utility engineering projects;

Conducts preliminary studies and prepares designs under the responsible charge of a licensed engineer for a variety of utility plants, pump stations and underground utilities facilities;
Prepares plans, specifications, estimates, reports and standards pertaining to the construction, maintenance, and operation of a variety of utility or underground utilities projects;

Use computer software and models where appropriate;

Confers with contractors, subdivision developers and consulting engineers regarding utility plans and developments;

Inspect assigned construction projects;

Prepare regulatory agencies permit applications and drawings where appropriate;

This position, may on occasion, perform limited review of stormwater and street infrastructure plans and related construction administration upon request of the City Engineer, with the Utilities Director approval.

SUPERVISORY RESPONSIBILITIES:
With management approval, may supervise and schedule drafting and design technicians design activities.

EDUCATION and EXPERIENCE:
Must have graduated from an accredited college or university with a Bachelor's degree in Civil Engineering; must have an Engineer In Training certification; must have a Florida driver's license; must have strong word processing, spreadsheets, and personal computer skills.

LANGUAGE SKILLS:
Possess effective techniques of written and verbal communication, organization development, team building, leadership and management; ability to learn the materials, methods and practices used in construction and design operations; ability to learn new and more modern construction and design procedures when appropriate; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Must have comprehensive knowledge of modern principles and practices of Civil Engineering with emphasis on water and wastewater utilities; must have ability to read, interpret and develop working plans and solve engineering problems; ability to plan, organize and supervise technical personnel; proficient working knowledge in the use of Microsoft Word, Excel, PowerPoint; must have sufficient physical strength to accomplish assigned tasks.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel, to reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch, or crawl, and sit.

The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is rarely exposed to potential fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature  Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utilities Field Inspector III

PAY GRADE: 33

DIVISION: Engineering
DEPARTMENT: Utilities

LOCATION: 110 South Arnold Rd.
EMPLOYEE:
REPORTS TO: Utilities Engineer

PREPARED BY: Al Shortt DATE: Revised 08/13/2015
APPROVED BY: City Council DATE:

SUMMARY:
This position is for responsible work in the field inspections of the potable water, wastewater, and reclaimed water facilities and systems operated or regulated by the City. Work is performed under the primary supervision of the Utilities Engineer, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of new potable water, wastewater, and reclaimed water projects being constructed by or regulated by the City;
- Insure that all projects are constructed in accordance with the approved plan and specifications;
- Acts as liaison between engineers, designers, contractors and developers for projects under construction;
- Reviews As-Builts and conveyance documents to ensure completed utility installations are properly recorded and documented;
- Coordinates connections, tie-ins and resolution of conflicts with existing City systems;
Prepare detailed records and reports of inspections;

Assists with data collection and planning of system expansion and rehabilitation projects;

Reviews and inspects the work performed by contractors during construction of complex utility water/wastewater/reuse related projects;

Reviews plans and specifications of projects prior to construction and attends pre-construction meetings;

Witnesses tests and reviews, evaluates and interprets test data as it pertains to construction and maintenance projects;

Prepares and maintains notes, diaries, field logs and project files pertaining to the testing and construction of all projects assigned;

Responds to citizen complaints involving construction projects;

Prepares cost estimates on small construction projects;

Participates with superiors in the selection, planning, evaluation, and implementation of various construction and inspection programs;

Prepares technical reports on various construction and quality control subjects;

Assists in obtaining state and local right-of-way placement permits;

Reviews and prepares and recommends approval of minor change order requests;

Reviews and recommends approval of construction contract pay requests;

Manages data base to track payment and change order transactions;

Performs related work as required;

Upon request from the City Engineer and concurrence from the Utilities Director, may assist with inspection and construction administration of stormwater infrastructure and roadway projects;

SUPERVISORY RESPONSIBILITIES:
Supervises inspectors of lower rank;
QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Possession of a high school diploma or an equivalent recognized certificate and ten (10) years of technical utility experience that includes at least five (5) years of construction inspection or testing on construction projects, such as water and wastewater plants, large pumping stations, water mains or sanitary sewers and force main; one (1) year of work experience must include public works contracts administration.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Must be able to read, interpret and understand construction plans and specifications without assistance; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; must be able to supervise small numbers of people; must have ability to train others.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and with City provided OSHA approved personal protective equipment, may be exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

________________________________________
Signature                                           Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utilities Field Inspector II

PAY GRADE: 31

DIVISION: Engineering
DEPARTMENT: Utilities

LOCATION: 110 South Arnold Rd.
EMPLOYEE:
REPORTS TO: Utilities Engineer

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible work in the field inspections of the potable water, wastewater, and reclaimed water facilities and systems operated or regulated by the City. Work is performed under the primary supervision of the Utilities Engineer, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Makes regular inspections of new potable water, wastewater, and reclaimed water projects being constructed by or regulated by the City;

Acts as liaison between engineers, designers, contractors and developers for projects under construction;

Reviews As-Builts and conveyance documents to ensure completed utility installations are properly recorded and documented;

Insure that all projects are constructed in accordance with the approved plan and specifications;

Coordinates connections, tie-ins and resolution of conflicts with existing City systems;
Prepare detailed records and reports of inspections;

Assists with data collection and planning of system expansion and rehabilitation projects;

Reviews and inspects the work performed by contractors during construction of complex utility water/wastewater/reuse related projects;

Reviews plans and specifications of projects prior to construction and attends pre-construction meetings;

Witnesses tests and reviews, evaluates and interprets test data as it pertains to construction and maintenance projects;

Prepares and maintains notes, diaries, field logs and project files pertaining to the testing and construction of all projects assigned;

Responds to citizen complaints involving construction projects;

Prepares technical reports on various construction and quality control subjects;

Assists in obtaining state and local right-of-way placement permits;

Performs related work as required;

Upon request from the City Engineer and concurrence from the Utilities Director, may assist with inspection and construction administration of stormwater infrastructure and roadway projects;

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Possession of a high school diploma or an equivalent recognized certificate and five (5) years of technical utility experience that includes at least three (3) years of construction inspection or testing on construction projects, such as water and
wastewater plants, large pumping stations, water mains or sanitary sewers and force main.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Must be able to read, interpret and understand construction plans and specifications without assistance; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; must be able to supervise small numbers of people; must have ability to train others.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crawl, or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and with City provided OSHA approved personal protective equipment, may be exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock,
and vibration. The noise level in the work environment is occasionally moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

________________________
Signature

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Date
SUMMARY:
This position is responsible for the field inspections of the potable water, wastewater, and reclaimed water facilities and systems operated or regulated by the City. Work is performed under the primary supervision of the Utilities Engineer, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of new potable water, wastewater, and reclaimed water projects being constructed by or regulated by the City;
- Insure that all projects are constructed in accordance with the approved plan and specifications;
- Acts as liaison between engineers, designers, contractors and developers for projects under construction;
- Coordinates connections, tie-ins and resolution of conflicts with existing City systems;
- Prepare detailed records and reports of inspections;
Assists with data collection and planning of system expansion and rehabilitation projects;

Reviews and inspects the work performed by contractors during construction of utility water/wastewater/reuse related projects;

Reviews plans and specifications of projects prior to construction and attends pre-construction meetings;

Witnesses tests and reviews, evaluates and interprets test data as it pertains to construction and maintenance projects;

Prepares and maintains notes, diaries, field logs and project files pertaining to the testing and construction of all projects assigned;

Responds to citizen complaints involving construction projects;

Performs related work as required;

Upon request from the City Engineer and concurrence from the Utilities Director, may assist with inspection and construction administration of stormwater infrastructure and roadway projects;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Possession of a high school diploma or an equivalent recognized certificate and technical utility experience, Three (3) years of technical utility experience that includes at least one (1) year of prior construction inspection or testing on construction projects, such as water and wastewater plants, large pumping stations, water mains or sanitary sewers and force mains.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.
OTHER REQUIREMENTS:
Must be able to read, interpret and understand construction plans and specifications without assistance; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; must be able to supervise small numbers of people; must have ability to train others.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and with City provided OSHA approved personal protective equipment, may be exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature                    Date
CITY OF PANAMA CITY BEACH

Job Description

JOB TITLE: Utilities Field Inspector Trainee

PAY GRADE: 24

DIVISION: Engineering
DEPARTMENT: Utilities

LOCATION: 110 South Arnold Rd.
EMPLOYEE:
REPORTS TO: Utilities Engineer

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible work in the field inspections of the potable water, wastewater, and reclaimed water facilities and systems operated or regulated by the City. Work is performed under the primary supervision of the Utilities Engineer, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

With supervision, makes regular inspections of new potable water, wastewater, and reclaimed water projects being constructed by or regulated by the City;

With supervision, insures that all projects are constructed in accordance with the approved plans and specifications;

Acts as liaison between engineers, designers, contractors and developers for projects under construction;

With supervision, coordinates connections, tie-ins and resolution of conflicts with existing City systems;

Prepare detailed records and reports of inspections;
Assists with data collection and planning of system expansion and rehabilitation projects;

With supervision, reviews and inspects the work performed by contractors during construction of utility water/wastewater/reuse related projects;

Reviews plans and specifications of projects prior to construction and attends pre-construction meetings;

Witnesses tests and reviews, evaluates and interprets test data as it pertains to construction and maintenance projects;

Prepares and maintains notes, diaries, field logs and project files pertaining to the testing and construction of all projects assigned;

Responds to citizen complaints involving construction projects;

Performs related work as required;

Upon request from the City Engineer and concurrence from the Utilities Director, may assist with inspection and construction administration of stormwater infrastructure and roadway projects;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Possession of a high school diploma or an equivalent recognized certificate and technical utility experience, preferably two (2) years or more on construction projects, such as water and wastewater plants, large pumping stations, water mains or sanitary sewers and force main.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the construction of various public works and utility projects; ability and willingness to learn new and more modern procedures when required; ability to understand and follow oral and/or written instructions; ability to communicate effectively with contractors and other non-City personnel; ability to work harmoniously with fellow workers and others.
OTHER REQUIREMENTS:

Must be able to read, interpret and understand construction plans and specifications without assistance; must have good writing skills and be able to keep detailed records and make clear and accurate report; must have the ability to consistently and accurately perform basic math calculations without assistance; must have sufficient physical strength to accomplish assigned tasks; must be willing to work evenings and weekends on occasion during time critical projects; must be dependable; must be proficient with computers; must be able to supervise small numbers of people; must have ability to train others.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl.

The employee must frequently lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and with City provided OSHA approved personal protective equipment, may be exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally moderate to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________  _________________________
Signature  Date
UNDERGROUND UTILITIES
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Underground Utilities Superintendent

PAY GRADE: 39

DIVISION: Underground Utilities
DEPARTMENT: Utilities

SUMMARY:
This position is for responsible administrative and supervisory work in planning, coordinating and directing the construction maintenance and operation of Panama City Beach's underground potable water distribution, reclaimed water distribution and sewer collection/transmission system. Work is performed under the primary supervision and direction of the Utilities Director, with secondary supervision and direction being under the City Manager.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES: (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 if the work is similar, related, or a logical assignment to the position.)

Plans, coordinates, directs and inspects the construction, maintenance and repair of potable water distribution, reclaimed water distribution and wastewater collection/transmission systems;

Plans, coordinates and directs work related to City underground utility locates and water meter installation, maintenance and testing;

Plans, coordinates and directs work performed by vehicle and equipment maintenance mechanics;
Assists in developing and then implements long and short term plans and operating policies and procedures to ensure cost efficient and effective operations that comply with applicable Federal, State and local laws, rules and regulations;

Establishes standard operating procedures for water distribution and wastewater transmission system maintenance activities;

Ensures achievement of goals, objectives, work plans, and schedules approved by management for assigned area(s);

Coordinates field work of potable water, reclaimed water and wastewater sections with other City departments;

Supervises the maintenance of work records;

Prepares comprehensive progress and work reports and time and cost reports as required;

Consults with subordinates on matters of work load, cost analysis, budget requests, records and reports and priority assignments, develops work programs and budget estimates for the department;

Manages, maintains and procures utility material and supply inventory for underground systems;

Interviews prospective job applicants, establishes safety precautions against occupational hazards;

Recommends the selection, transfer, promotion, discipline and discharge of subordinates;

Receives and addresses complaints from the public regarding water and sewer service;

Investigates or refers other complaints to appropriate divisions and follows through to insure compliance with instructions and directives;

Develops programs, goals and training courses for the underground utilities worker;

Ensures staff compliance with applicable City, State, and Federal safety policies and regulations;
Keeps abreast of current developments in the field by attending meetings with comparable officials in neighboring jurisdictions and reading available reports and literature;

Prepares correspondence memorandums and reports;

Performs related work as required.

SUPERVISORY RESPONSIBILITIES:
Supervises all lower ranking staff.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or equivalent GED; eight (8) years of experience as a supervisor in water distribution or sewer collection systems; must possess a FDEP Water Distribution System Operator License, Level 1 and a Wastewater Collection System Operator License, Level “A” from Florida Water & Pollution Control Operators Association; A comparable amount of training, education or experience may be substituted for the minimum qualifications; Must have a valid Florida Driver's License.

KNOWLEDGE , ABILITIES AND SKILLS:
Thorough knowledge of materials, equipment, technology, methods and standards of construction and maintenance for water distribution and wastewater collection systems, including equipment. A thorough knowledge of administrative procedures and reporting requirements of applicable federal, state and local regulatory agencies; a thorough knowledge regarding the maintenance operation, testing, disinfection and placing on-line of water and wastewater utilities.

Ability to plan, organize, direct and train employees in a manner conducive to full performance and high morale; Ability to read and interpret plans and specifications for materials and techniques used in the maintenance and rehabilitation of wastewater collection and water distribution systems; Ability to work with and for the general public; Ability to write clear and concise technical or administrative reports; Ability to make oral presentations to management and subordinates, as applicable; Ability to establish and maintain effective working relationships, as necessitated by the work; Demonstrates interpersonal facilitation and communication skills; Skill in the use of microcomputers and the associated programs, applications and databases necessary for successful performance of administrative tasks.
OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable; must have mechanical ability; ability to delegate work; ability to work harmoniously with fellow workers and others.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, sit, stoop, kneel, crouch or crawl, taste or smell.

The employee must occasionally lift and move from 10 to more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, extreme cold and extreme heat, and is occasionally exposed to dust, airborne particles, and vibration. The noise level in the work environment is occasionally loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date __________________________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Underground Utilities Foreman

PAY GRADE: 33
DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Underground Utilities Superintendent

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible supervisory work in the maintenance and operation of Panama City Beach’s underground potable water distribution, reclaimed water distribution, and sewer transmission/collection system. Work is performed under the primary supervision and direction of the Underground Utilities Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Directs, supervises and assists Underground Utilities personnel to ensure effective installation, operation and maintenance of facilities;

Directs and performs locates, repairs, tests, operations, replacements and preventive maintenance on the City’s utility system pipe lines, valves, manholes, meters, fire hydrants, air/vacuum relief devices and related equipment;

Determines, establishes and maintains an appropriately sized and cataloged inventory of spare parts and supplies needed to maintain and quickly repair all transmission/collection and distribution systems;

Provides recommendations to management concerning procurement of services and equipment for repairs, upgrades and improvements to the facilities;
Develops and performs inspections on new or modified potable water, reclaimed water and wastewater systems to insure compliance with Florida Department of Environmental Protection requirements, as well as adherence to City Standards and Specification for construction;

Provides interface between plant operation staff and contractors, suppliers, and factory representatives to insure the effective, efficient, trouble-free operation of the system;

Assists in the planning, organization, and installation of underground utility system equipment and system upgrades and modifications, including participation in field and factory tests;

Develops and maintains accurate and comprehensive records and reports related to the location of infrastructure;

Supervises TV inspections and smoke testing of sanitary sewer lines;

Assists in the training of new employees;

Ensures personnel compliance with applicable safety rules and regulations;

Supervises assigned personnel and prepares work assignments.

SUPERVISORY RESPONSIBILITIES:
Supervises all assigned personnel.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; considerable experience in underground utilities, including installation and repair of water and sewer systems. Must possess FDEP Water Distribution System Operator License, Level 1 along with a Wastewater Collection System Operator License, Level "A" from FW&PC0A.
KNOWLEDGE, ABILITY AND SKILLS:
Considerable knowledge of the methods, tools, equipment, and materials used in the maintenance, repair, and construction of daily work activities of the operation; Considerable knowledge of the standard tools and practices used in the operation; the occupational hazards and necessary safety precautions applicable to the work; Ability to plan, organize, and train one or more subordinates; Ability to understand and transmit oral and written instructions; keep simple records and make simple reports; Ability to work from sketches, blueprints and drawings; Ability to read field notes; Ability to understand and carry out oral and written instructions; Ability to work during inclement weather conditions; Skill in the use and care of pertinent tools and equipment

OTHER REQUIREMENTS:
Must have current Florida Driver's license; must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable; must be able to keep records and make reports; must have mechanical ability; ability to delegate work; ability to work harmoniously with fellow workers and others; must have thorough working knowledge of the occupational hazards and necessary safety procedures applicable to the work being performed by personnel under the employee's supervision.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, sit, stoop, kneel, crouch or crawl, taste or smell.

The employee may occasionally lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ____________
SUMMARY:
This position is for responsible skilled work in the maintenance and operation of Panama City Beach’s underground water distribution and sewer collection system. Work is performed under the primary supervision and direction of the designated Foreman, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs repairs to potable water distribution system;
- Performs repairs to the reclaimed water distribution system;
- Performs repairs to the sewer collection and transmission system;
- Performs routine maintenance on equipment used by the utilities department;
- Installs potable water, reclaimed water and sewer mains, valves, hydrants, etc;
- Installs water and sewer taps, operates tapping machines;
- Operates a backhoe, front-end loader, etc;
Operates sewer jet cleaner to clear lines;
Pressure tests and disinfects water lines before use;
Trains junior employees under direction of Underground Utilities Superintendent;
Complies with all aspects of the City's safety manual and policies;
Keeps records and makes reports;

SUPERVISORY RESPONSIBILITIES:
Supervises lower ranking staff of the Underground Utilities Division under
direction of Underground Utilities Superintendent.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each
essential duty satisfactorily. The requirements listed below are representative of the
knowledge, skill, and/or ability required. Reasonable accommodations may be made to
enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; Ten (10)
years of experience with underground water and sewer utilities. Must possess FDEP
Water Distribution System Operator License, Level 1 and possess a Wastewater
Collection System Operator License, Level A from FW&PCOA; Must possess a Florida
CDL driver's license; must have confined space entry training and certification.

KNOWLEDGE AND ABILITY SKILLS:
Considerable knowledge of the methods, tools, equipment and materials used in
the maintenance, repair, and construction of daily work activities of the division;
Considerable knowledge of the standard tools and practices used in the operation, the
occupational hazards and necessary safety precautions are applicable to the work;
Ability to understand and carry out oral and written instructions.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be
willing to work 10 hour shifts, on call 24 hours; must be dependable; Ability to plan,
organize and train one or more junior staff; Ability to understand and transmit oral and
written instructions, keep simple records, and make reports; Ability to work during
inclement weather conditions; Skilled in the use and care of pertinent tools and
equipment.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl, taste or smell.

The employee must frequently lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utilities Worker V

PAY GRADE: 29
DIVISION: Underground Utilities

LOCATION: 200 N. Gulf Boulevard
DEPARTMENT: Utilities

EMPLOYEE:
REPORTS TO: Designated Foreman

PREPARED BY: Albert E. Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible skilled work in the maintenance and operation of Panama City Beach's underground water distribution and sewer collection system. Work is performed under the primary supervision and direction of the designated Foreman, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs repairs to potable water distribution system;
- Performs repairs to the reclaimed water distribution system;
- Performs repairs to the sewer collection and transmission system;
- Performs routine maintenance on equipment used by the utilities department;
- Installs potable water, reclaimed water and sewer mains, valves, hydrants, etc;
- Installs water and sewer taps, operates tapping machines;
- Operates a backhoe, front-end loader, etc;
- Operates sewer jet cleaner to clear lines;
Pressure tests and disinfects water lines before use;

Trains junior employees under direction of Underground Utilities Superintendent;

Complies with all aspects of the City's safety manual and policies;

Keeps records and makes reports;

SUPERVISORY RESPONSIBILITIES:
Supervises lower ranking staff of the Underground Utilities Division with permission and under direction of Underground Utilities Superintendent.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; Eight (8) years of experience with underground water and sewer utilities. Must possess FDEP Water Distribution System Operator License, Level 1, and a Wastewater Collection System Operator License, Level "B" from FW&PCOA; or FDEP Water Distribution System Operator License, Level 2, and a Wastewater Collection System Operator Level "A" from FW&PCOA. Must possess a Florida CDL driver's license; must have confined space entry training and certification.

KNOWLEDGE AND ABILITY SKILLS:
Considerable knowledge of the methods, tools, equipment and materials used in the maintenance, repair, and construction of daily work activities of the division; Considerable knowledge of the standard tools and practices used in the operation, the occupational hazards and necessary safety precautions are applicable to the work; Ability to understand and carry out oral and written instructions.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable; Ability to plan, organize and train one or more junior staff; Ability to understand and transmit oral and written instructions, keep simple records, and make reports; Ability to work during inclement weather conditions; Skilled in the use and care of pertinent tools and equipment.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl, taste or smell.

The employee must frequently lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date ____________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utilities Worker IV

PAY GRADE: 28

DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard

EMPLOYEE:
REPORTS TO: Designated Foreman

PREPARED BY: Albert E. Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible skilled work in the maintenance and operation of Panama City Beach's underground water distribution and sewer collection system. Work is performed under the primary supervision and direction of the designated Foreman, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs repairs to potable water distribution system;
- Performs repairs to the reclaimed water distribution system;
- Performs repairs to the sewer collection and transmission system;
- Performs routine maintenance on equipment used by the utilities department;
- Installs potable water, reclaimed water and sewer mains, valves, hydrants, etc;
- Installs water and sewer taps, operates tapping machines;
- Operates a backhoe, front-end loader, etc;
Operates sewer jet cleaner to clear lines;
Pressure tests and disinfects water lines before use;
Trains junior employees under direction of Underground Utilities Superintendent;
Complies with all aspects of the City’s safety manual and policies;
Keeps records and makes reports;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; three (3) years of experience with underground water and sewer utilities. Must possess FDEP Water Distribution System Operator License, Level 2, and a Wastewater Collection System Operator, Level “B” from FW&PCOA; Must possess a Florida CDL driver’s license; must have confined space entry training and certification.

KNOWLEDGE AND ABILITY SKILLS:
Knowledge of the methods, tools, equipment and materials used in the maintenance, repair, and construction of daily work activities of the division.
Knowledge of the standard tools and practices used in the operation, the occupational hazards and necessary safety precautions are applicable to the work.
Ability to understand and carry out oral and written instructions.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable; Ability to understand and transmit oral and written instructions; keep simple records; and make reports; Ability to work during inclement weather conditions; Skilled in the use and care of pertinent tools and equipment.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl, taste or smell.

The employee must frequently lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utilities Worker III

PAY GRADE: 27
DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Designated Foreman

PREPARED BY: Albert E. Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015
DATE:

SUMMARY:
This position is for responsible skilled work in the maintenance and operation of Panama City Beach's underground water distribution and sewer collection system. Work is performed under the primary supervision and direction of the designated Foreman, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs repairs to potable water distribution system;
- Performs repairs to the reclaimed water distribution system;
- Performs repairs to the sewer collection and transmission system;
- Performs routine maintenance on equipment used by the utilities department;
- Installs potable water, reclaimed water and sewer mains, valves, hydrants, etc.;
- Installs water and sewer taps, operates tapping machines;
- Operates a backhoe, front-end loader, etc.;
Operates sewer jet cleaner to clear lines;
Pressure tests and disinfects water lines before use;
Trains junior employees under direction of Underground Utilities Superintendent;
Complies with all aspects of the City’s safety manual and policies;
Keeps records and makes reports;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; four (4) years of experience with underground water and sewer utilities. Must possess FDEP Water Distribution System Operator License, Level 2, and a Wastewater Collection System Operator, Level “C” from FW&PCOA; or FDEP Water Distribution System Operator License, Level 3, and a Wastewater Collection System Operator Level “B” from FW&PCOA; Must possess a Florida CDL driver’s license; must have confined space entry training and certification.

KNOWLEDGE AND ABILITY SKILLS:
Knowledge of the methods, tools, equipment and materials used in the maintenance, repair, and construction of daily work activities of the division; Knowledge of the standard tools and practices used in the operation; the occupational hazards and necessary safety precautions are applicable to the work; Ability to understand and carry out oral and written instructions.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable; Ability to understand and transmit oral and written instructions; keep simple records; and make reports; Ability to work during inclement weather conditions; Skilled in the use and care of pertinent tools and equipment.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl, taste or smell.

The employee must frequently lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature  Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utilities Worker II

PAY GRADE: 26

DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard

EMPLOYEE: REPORTS TO: Designated Foreman

PREPARED BY: Albert E. Shortt

APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible skilled work in the maintenance and operation of Panama City Beach's underground water distribution and sewer collection system. Work is performed under the primary supervision and direction of the designated Foreman, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs repairs to potable water distribution system;
- Performs repairs to the reclaimed water distribution system;
- Performs repairs to the sewer collection and transmission system;
- Performs routine maintenance on equipment used by the utilities department;
- Installs potable water, reclaimed water and sewer mains, valves, hydrants, etc;
- Installs water and sewer taps, operates tapping machines;
- Operates a backhoe, front-end loader, etc;
Operates sewer jet cleaner to clear lines;
Pressure tests and disinfects water lines before use;
Complies with all aspects of the City's safety manual and policies;
Keeps records and makes reports;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; Three (3) years of experience with underground water and sewer utilities. Must possess FDEP Water Distribution System Operator License, Level 3, and a Wastewater Collection System Operator, Level "C" from FW&PCOA; Must possess a Florida CDL driver's license; must have confined space entry training and certification.

KNOWLEDGE AND ABILITY SKILLS:
Knowledge of the methods, tools, equipment and materials used in the maintenance, repair, and construction of daily work activities of the division.
Knowledge of the standard tools and practices used in the operation, the occupational hazards and necessary safety precautions are applicable to the work.
Ability to understand and carry out oral and written instructions.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable.
Ability to understand and transmit oral and written instructions, keep simple records, and make reports.
Ability to work during inclement weather conditions.
Skilled in the use and care of pertinent tools and equipment.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl, taste or smell.

The employee must frequently lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature  Date
PAY GRADE: 25

DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard

EMPLOYEE: 
REPORTS TO: Designated Foreman

PREPARED BY: Albert E. Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible skilled work in the maintenance and operation of Panama City Beach's underground water distribution and sewer collection system. Work is performed under the primary supervision and direction of the designated Foreman, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Performs repairs to potable water distribution system;
Performs repairs to the reclaimed water distribution system;
Performs repairs to the sewer collection and transmission system;
Performs routine maintenance on equipment used by the utilities department;
Installs potable water, reclaimed water and sewer mains, valves, hydrants, etc.;
Installs water and sewer taps, operates tapping machines;
Operates a backhoe, front-end loader, etc.;
Operates sewer jet cleaner to clear lines;
Pressure tests and disinfects water lines before use;
Complies with all aspects of the City's safety manual and policies;
Keeps records and makes reports;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; one (1) year of experience with underground water and sewer utilities. Must possess a Wastewater Collection System Operator, Level "C" from FW&PCOA; or FDEP Water Distribution System Operator License, Level 3; Must possess a Florida CDL driver's license; must have confined space entry training and certification.

KNOWLEDGE AND ABILITY SKILLS:
Knowledge of the methods, tools, equipment and materials used in the maintenance, repair, and construction of daily work activities of the division; Knowledge of the standard tools and practices used in the operation; the occupational hazards and necessary safety precautions are applicable to the work; Ability to understand and carry out oral and written instructions.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable; Ability to understand and transmit oral and written instructions; keep simple records; and make reports; Ability to work during inclement weather conditions; Skilled in the use and care of pertinent tools and equipment.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl, taste or smell.

The employee must frequently lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________  ____________________
Signature                  Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utilities Worker Trainee

PAY GRADE: 24
DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Designated Foreman

PREPARED BY: Albert E. Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible skilled work in the maintenance and operation of Panama City Beach's underground water distribution and sewer collection system. Work is performed under the primary supervision and direction of the designated Foreman, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs repairs to potable water distribution system;
- Performs repairs to the reclaimed water distribution system;
- Performs repairs to the sewer collection and transmission system;
- Performs routine maintenance on equipment used by the utilities department;
- Installs potable water, reclaimed water and sewer mains, valves, hydrants, etc.;
- Installs water and sewer taps, operates tapping machines;
- Operates a backhoe, front-end loader, etc.;
Operates sewer jet cleaner to clear lines;
Pressure tests and disinfects water lines before use;
Complies with all aspects of the City's safety manual and policies;
Keeps records and makes reports;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; prefer some experience with underground water and sewer utilities. Must possess a valid Florida driver’s license.

LANGUAGE SKILLS:
Knowledge of the methods, tools, equipment and materials used in the maintenance, repair, and construction of daily work activities of the division; Knowledge of the standard tools and practices used in the operation; the occupational hazards and necessary safety precautions are applicable to the work; Ability to understand and carry out oral and written instructions.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts, on call 24 hours; must be dependable; Ability to understand and transmit oral and written instructions; keep simple records; and make reports; Ability to work during inclement weather conditions; Skilled in the use and care of pertinent tools and equipment.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, walk, stoop, kneel, crouch or crawl, taste or smell.
The employee must frequently lift and move from 10 to more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and is exposed to fumes, airborne particles, raw wastewater, risk of electrical shock, and vibration. The noise level in the work environment is occasionally very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ______________ Date ____________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Meter Service Technician II

PAY GRADE: 28

DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Blvd.

EMPLOYEE:
REPORTS TO: Underground Utilities Superintendent

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for skilled work in the installation, upkeep, repair, testing, calibration and replacement of water meters belonging to Panama City Beach’s Utility Department. Work is performed under the primary supervision and direction of the Underground Utilities Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Performs in-place or shop repairs to existing water meters.

Tests meters for accuracy.

Re-checks meters for leaks and over-reads.

Installs meters as required.

Programs meters, downloads meter data as required to support utility billing and customer service staff.

Connects water service for new utility consumer accounts.

Keeps records and other data.
Reads water meters when necessary.

Coordinates any related system repairs with other divisions when necessary.

Assists in repairs to water or sewer breaks when needed.

Assists with water service resets or delinquent disconnect lists when needed.

SUPERVISORY RESPONSIBILITIES:
May supervise lower ranked meter service tech, with approval of the Underground Utilities Superintendent.

KNOWLEDGE, ABILITIES, AND SKILLS:
Thorough knowledge of the methods and techniques utilized in maintenance and repair of meters. Considerable knowledge of the mechanical design, parts and operation of meters with the tools used for testing and repairing.
Ability to keep clear, accurate records and to make periodic reports. Ability to plan, organize, supervise and inspect work of subordinates.
Considerable skill in the use of hand tools used in repair and adjustment of meters and regulators.
Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or GED; must have four (4) years of experience in underground water system utilities installation/repair, at least two (2) of which shall be as a meter service technician. Must possess a FDEP Water Distribution System Operators License, Level 2; must have valid Florida Driver’s License.

LANGUAGE SKILLS:
Ability to effectively communicate with utility customers regarding meter operating principles, performance issues, testing and repair options to resolve.

Ability to understand and follow oral and/or written instructions from supervisors; must be able to keep records and make reports.
OTHER REQUIREMENTS:
  Must have basic aptitude and mechanical skills for meter service and repair, must be able to operate appropriate test equipment, must have word processing and spread sheet computer skills or the ability to learn; dependability; good physical condition; and must pass prepared test for this position. Must be able to work 10 hour shifts, on call 24 hours.

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

  While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell.

  The employee must frequently lift and move from 10 to 25 pounds. Specific vision abilities required by this job is ability to adjust focus, close vision, peripheral vision, color vision, and distance vision.

WORK ENVIRONMENT:
  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  While performing the duties of this job, the employee occasionally must work in inclement weather, be near moving mechanical parts, in high precarious places, and is exposed to outdoor weather conditions, extreme heat, and extreme cold. The noise level in the work environment is usually moderate.

  I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

  Signature ___________________________ Date ________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Meter Service Technician I

PAY GRADE: 26

LOCATION: 200 N. Gulf Blvd.

EMPLOYEE: Underground Utilities Superintendent

REPORTS TO: Underground Utilities Superintendent

PREPARED BY: Al Shortt

APPROVED BY: City Council

SUMMARY:
This position is for skilled work in the installation, upkeep, repair, testing, calibration and replacement of water meters belonging to Panama City Beach's Utility Department. Work is performed under the primary supervision and direction of the Underground Utilities Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs in-place or shop repairs to existing water meters.
- Tests meters for accuracy.
- Re-checks meters for leaks and over-reads.
- Installs meters as required.
- Programs meters, downloads meter data as required to support utility billing and customer service staff.
- Connects water service for new utility consumer accounts.
- Keeps records and other data.

DATE: Revised 08/13/2015
Reads water meters when necessary.

Coordinates any related system repairs with other divisions when necessary.

Assists in repairs to water or sewer breaks when needed.

Assists with water service resets or delinquent disconnect lists when needed.

KNOWLEDGE, ABILITIES, AND SKILLS:
Thorough knowledge of the methods and techniques utilized in maintenance and repair of meters. Considerable knowledge of the mechanical design, parts and operation of meters with the tools used for testing and repairing.
Ability to keep clear, accurate records and to make periodic reports.
Considerable skill in the use of hand tools used in repair and adjustment of meters and regulators.
Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or GED; must have two (2) years of experience in underground municipal water system utilities installation/repair, at least one (1) of which shall be as a meter service technician. Must possess a FDEP Water Distribution System Operators License, Level 3; must have valid Florida Driver's License.

LANGUAGE SKILLS:
Ability to effectively communicate with utility customers regarding meter operating principles, performance issues, testing and repair options to resolve.
Ability to understand and follow oral and/or written instructions from supervisors; must be able to keep records and make reports.

OTHER REQUIREMENTS:
Must have basic aptitude and mechanical skills for meter service and repair, must be able to operate appropriate test equipment, must have word processing and spread sheet computer skills or the ability to learn; dependability; good physical condition; and must pass prepared test for this position. Must be able to work 10 hour shifts, on call 24 hours.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell.

The employee must frequently lift and move from 10 to 25 pounds. Specific vision abilities required by this job is ability to adjust focus, close vision, peripheral vision, color vision, and distance vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally must work in inclement weather, be near moving mechanical parts, in high precarious places, and is exposed to outdoor weather conditions, extreme heat, and extreme cold. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

_________________________  ______________________
Signature  Date
SUMMARY:
This position is for skilled work in the installation, upkeep, repair, testing, calibration and replacement of water meters belonging to Panama City Beach's Utility Department. Work is performed under the primary supervision and direction of the Underground Utilities Superintendent, with secondary supervision and direction being under the Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs in-place or shop repairs to existing water meters.
- Tests meters for accuracy.
- Re-checks meters for leaks and over-reads.
- Installs meters as required.
- Programs meters, downloads meter data as required to support utility billing and customer service staff.
- Connects water service for new utility consumer accounts.
- Keeps records and other data.
- Reads water meters when necessary.
- Coordinates any related system repairs with other divisions when necessary.
Assists in repairs to water or sewer breaks when needed.

Assists with water service resets or delinquent disconnect lists when needed.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of municipal utilities rules, regulations, and policies. Knowledge of the geography and street locations of the City.

- Ability to test, repair, and read water meters, to record readings and perform simple arithmetical calculations accurately and quickly. Ability to deal with complaints in a tactful manner.

- Skill in the use of hand tools needed to making of routine repairs and adjustments.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and EXPERIENCE:**

- Must have graduated from standard high school, or GED; must show progress towards obtaining an FDEP Water Distribution System Operators License, Level 3 within twelve months; must have valid Florida Driver's License.

**LANGUAGE SKILLS:**

- Ability to effectively communicate with utility customers regarding meter operating principles, performance issues, testing and repair options to resolve.

- Ability to understand and follow oral and/or written instructions from supervisors; must be able to keep records and make reports.

**OTHER REQUIREMENTS:**

- Must have basic aptitude and mechanical skills for meter service and repair, must be able to operate appropriate test equipment, must have word processing and spread sheet computer skills or the ability to learn; dependability; good physical condition; and must pass prepared test for this position. Must be able to work 10 hour shifts, on call 24 hours.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell.

The employee must frequently lift and move from 10 to 25 pounds. Specific vision abilities required by this job is ability to adjust focus, close vision, peripheral vision, color vision, and distance vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally must work in inclement weather, be near moving mechanical parts, in high precarious places, and is exposed to outdoor weather conditions, extreme heat, and extreme cold. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ___________________________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Locator II

PAY GRADE: 28
DIVISION: Underground Utilities

SHIFT: 
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard

EMPLOYEE: 

REPORTS TO: Underground Utilities Superintendent

PREPARED BY: Al Shortt
APPROVED BY: 

DATE: Revised 08/13/2015

SUMMARY:
This position is for the responsible work in the location of underground water, sewer and reclaimed water lines of Panama City Beach. Work is performed under the primary supervision and direction of the Underground Utilities Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs the locates on the water distribution system;
- Performs the locates on the sewer collection system;
- Performs the locates on the reclaimed water system;
- Organizes City and Sunshine One Call work orders and the daily work schedule to maximize work performance;
- Performs related work with the permitting process of the water distribution, reclaimed water and sewer collection systems;
- Collects data for the Underground Utilities Superintendent;
- Keeps records and other data;
Performs short taps when not locating and assists in water and sewer repairs when needed;

Works closely with underground utilities workers;

Assists in the City's inspection and acceptance testing process for the new subdivisions' water distribution, reclaimed water and sewer collection transmission systems.

SUPERVISORY RESPONSIBILITIES:
May supervise lower ranked locaters, with approval of the Underground Utilities Superintendent.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or vocational school; must possess FDEP Water Distribution System Operator License, Level 2 and a Wastewater Collection System Operator License, Level "B" from FW&PCOA. Must possess a valid Florida driver's license (CDL operator minimum). Must have five (5) years of experience as a locater.

LANGUAGE SKILLS:
Ability and will to learn the materials, methods and practices used in the permitting process of the water distribution and sewer collection systems; ability to understand and follow oral and/or written instructions; must be able to read and write and keep records and reports; must have ability to read scaled drawings and draw to scale.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts, on be on call 24 hours; must have ability to plan a day's work; must have the ability to work harmoniously with fellow workers and others; must have mechanical ability; must be dependable.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee will frequently use shovels, posthole diggers, ground probes and electrical or acoustical tools.

While performing the duties of this job, the employee is occasionally required to sit, talk or hear, and use hands to finger, handle or feel. The employee frequently is required to sit, talk or hear, and is frequently required to stand or walk.

The employee must frequently stand, bend, stoop, kneel, lift and move up to 10 pounds and occasionally lift and move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outdoor weather conditions and occasionally works in wet, humid conditions, and in extreme cold and extreme heat. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________
Signature

__________________________
Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Locator I

PAY GRADE: 26
DIVISION: Underground Utilities
DEPARTMENT: Utilities

LOCATION: 200 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Locator II

PREPARED BY: Al Shortt
APPROVED BY:
DATE: Revised 08/13/2015

SUMMARY:
This position is for the responsible work in the location of underground water, sewer and reclaimed water lines of Panama City Beach. Work is performed under the primary supervision and direction of the designated Locator II, with secondary supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs the locates on the water distribution system;
- Performs the locates on the sewer collection system;
- Performs the locates on the reclaimed water system;
- Organizes City and Sunshine One Call work orders and the daily work schedule to maximize work performance.
- Performs related work with the permitting process of the water distribution, reclaimed water and sewer collection systems;
- Collects data for the Underground Utilities Superintendent;
- Keeps records and other data;
Performs short taps when not locating and assists in water and sewer repairs when needed;

Works closely with underground utilities workers;

Assists in the City's inspection and acceptance testing process for the new subdivisions' water distribution, reclaimed water and sewer collection transmission systems.

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or vocational school; must possess FDEP Water Distribution System Operator License, Level 3 and a Wastewater Collection System Operator License, Level "C" from FW&PCOA. Must possess Florida driver's license (CDL operator minimum). Must have two (2) years of experience as a locator.

LANGUAGE SKILLS:
Ability and will to learn the materials, methods and practices used in the permitting process of the water distribution and sewer collection systems; ability to understand and follow oral and/or written instructions; must be able to read and write and keep records and reports; must have ability to read scaled drawings and draw to scale.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts, on be on call 24 hours; must have ability to plan a day's work; must have the ability to work harmoniously with fellow workers and others; must have mechanical ability; must be dependable.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee will frequently use shovels, posthole diggers, ground probes and electrical or acoustical locating devices.

While performing the duties of this job, the employee is occasionally required to sit, talk or hear, and use hands to finger, handle or feel. The employee frequently is required to sit, talk or hear, and is frequently required to stand or walk.

The employee must frequently stand, bend, stoop, kneel, lift and move up to 10 pounds and occasionally lift and move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outdoor weather conditions and occasionally works in wet, humid conditions, and in extreme cold and extreme heat. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Locator Trainee

PAY GRADE: 24
DIVISION: Underground Utilities
LOCATION: 200 N. Gulf Boulevard
DEPARTMENT: Utilities
EMPLOYEE:
REPORTS TO: Designated Locator II

PREPARED BY: Al Shortt
APPROVED BY: DATE: Revised 08/13/2015

SUMMARY:
This position is for the responsible work in the location of underground water,
sewer and reclaimed water lines of Panama City Beach. Work is performed under the
primary supervision and direction of the designated Locator II, with secondary
supervision and direction being under the Underground Utilities Superintendent.

This is an essential position that requires performance of emergency duties and
action to prepare, repair, and recover the City before, during, and after any adverse
storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-
made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the
special duties and responsibilities, other tasks may be assigned:

- Performs the locates on the water distribution system;
- Performs the locates on the sewer collection system;
- Performs the locates on the reclaimed water system;
- Performs related work with the permitting process of the water distribution,
  reclaimed water and sewer collection systems;
- Collects data for the Underground Utilities Superintendent;
- Keeps records and other data;
- Performs short taps when not locating and assists in water and sewer repairs
  when needed;
Works closely with underground utilities workers;

Assists in the City's inspection and acceptance testing process for the new subdivisions’ water distribution, reclaimed water and sewer collection transmission systems.

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or vocational school; must begin work to obtain FDEP Water Distribution System Operator License, Level 3 and a Wastewater Collection System Operator License, Level “C” from FW&PCOA. Must possess a valid Florida driver’s license.

LANGUAGE SKILLS:
Ability and will to learn the materials, methods and practices used in the permitting process of the water distribution and sewer collection systems; ability to understand and follow oral and/or written instructions; must be able to read and write and keep records and reports; must have ability to read scaled drawings and draw to scale.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts, on be on call 24 hours; must have ability to plan a day’s work; must have the ability to work harmoniously with fellow workers and others; must have mechanical ability; must be dependable.

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

The employee will frequently use shovels, posthole diggers, ground probes and electrical or acoustical locating devices.
While performing the duties of this job, the employee is occasionally required to sit, talk or hear, and use hands to finger, handle or feel. The employee frequently is required to sit, talk or hear, and is frequently required to stand or walk.

The employee must frequently stand, bend, stoop, kneel, lift and move up to 10 pounds and occasionally lift and move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outdoor weather conditions and occasionally works in wet, humid conditions, and in extreme cold and extreme heat. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________  ____________________
Signature                           Date
UTILITY BILLING
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Utility Billing Supervisor

PAY GRADE: 37
DIVISION: Water

LOCATION:
DEPARTMENT: Utilities

EMPLOYEE:
REPORTS TO: Utilities Director

PREPARED BY: Al Shortt
DATE: Revised 08/13/2015

APPROVED BY: City Council
DATE:

SUMMARY:
This position is for responsible supervisory work in the operation of Panama City Beach’s Utilities Billing Department and Customer Service Department. Work is performed under the primary supervision and direction of the Utilities Director and under the secondary supervision of the Finance Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Organizing and assigning work load of Utility Billing Clerks in the Utilities Dept;

Supervising proper intake, posting and balancing of City revenues in the computer system;

Assists other employees in their duties and responsibilities to facilitate effective and efficient operation;

Assists with returned check processing, mail payment and any other functions of the section that must be covered during peak demands or staff shortages;

Reviews reports related to meter consumption for unusual conditions and takes appropriate action to correct.

Acts as direct liaison between public and the City in the solving of billing problems;
Acts as direct liaison between Field Supervisors and Field staff/utility billing clerks;

Acts as liaison between Financial Director and Utility Billing clerk;

Supervises all aspects of utility billing;

Greets and assists the public when necessary;

Interprets blueprints, determines impact fees, collects fees, and processes water/sewer field crew sheets;

Maintains worksheets for water and sewer impact fees.

Maintains records;

Supervises staff leave;

Ensures all office equipment is in proper working condition;

Oversees ordering and stocking of office supplies;

Bookkeeping;

Ensures professional courtesy and conduct of office staff;

Supervises the computer system, and oversees the upgrades and performs training to all staff on new programs;

Consults with systems analyst, and assists in the development and/or modification and testing of utility billing software programs;

Researches, develops, and provides information for demographic analyses and utility rate studies;

Accurately processes all tasks personally assigned;

Other assigned duties under the direction of the Utilities Director or Finance Director;

SUPERVISORY RESPONSIBILITIES:
Meter Readers, Meter Reset Technician and Customer Service Representatives.
QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school; must have computer and calculator experience, or a combination of experience and training which provides the required knowledge, skills and abilities; must have considerable experience in bookkeeping and public contact work; must have clerical and typing ability; must pass the Civil Service examinations, clerical, typing and calculator. Should have at least five (5) years of experience in the utility billing field.

LANGUAGE SKILLS:
Ability to understand and follow oral and/or written instructions; must be able to keep records and make reports;

OTHER REQUIREMENTS:
Must have thorough knowledge of the City's laws, rules and regulations; knowledge of applicable State statutes and City ordinances; knowledge of the principles and practices of bookkeeping, particularly as they relate to billing and collections; clerical aptitude; good knowledge of office terminology and procedures; computer literacy; calculator proficiency and typing skills; ability to deal courteously, tactfully and firmly with the public; ability to work amiably with fellow workers; ability to read maps; ability to work under pressure internally and with the public; Ability to prepare comprehensive reports to communicate effectively, orally and in writing.

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

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, use hands to finger, handle or feel, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must frequently lift and move up to 10 pounds. Specific vision abilities required by this job is ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subjected to any special or extraordinary environmental conditions, other than those normally found in an office environment. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ______________
This position is for responsible clerical work with extensive customer contact in the Panama City Beach's Utility Billing and Customer Service Department. Work is performed under the primary supervision and direction of the Utility Billing Supervisor, with secondary supervision and direction being under the Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Ability to communicate policies and procedures of the Utility Billing and Customer Service functions to customers in person, by phone or through correspondence;
- Preparing accurate and complete forms, including installation and removal work orders, final billings, refund reports, and collection reports. Maintaining various records and accounts on the City's computer system;
- Process credit card and e-check payments through a third party collector. Maintaining automatic bank drafting files and applications;
- Researching and following up on returned checks, e-checks, and bank drafts;
- Resolving customer complaints, solving problems involving computation of bills, bill adjustments, high consumption readings, illegal consumption, etc.;
- Maintaining and updating meter reading program, billing master file for utility billing and final billing;
Entering meter reading data into computer system. Transferring meter data from mainframe and loading hand held devices. Reviewing all high readings and determining any necessary adjustments;

Reviewing all bills before mailing for correct data. Operating machinery for mailing out bills;

Accepts requests at counter for water and sewer service;

Determine availability of water and/or sewer in the area to be served;

Interpret building plans, prepare connection fee worksheet, and determine correct water-sewer impact fee.;

Prepare work orders, crew sheets, etc.;

Advise water/sewer field personnel of application;

Accept change-overs, changes in billing addresses, cutoffs, etc.;

Receive monies and process receipts;

Receive payments, verify amounts and check any discrepancies;

Total mail receipts and balance with monies;

Complete daily cash and balance sheets and balance cash drawers;

Assist in analyzing and correcting computer and/or printer problems;

Upload/download meter readings and analyze to insure correct billing.

Answer correspondence for water and sewer department;

Prepare water bills for mailing;

Keep records and make reports utilizing such programs as Excel, Lotus, and Wordperfect.

Verify delinquent accounts and assist in handling cutoffs;

Accept complaints and courteously analyze any problems;

Post monies to appropriate General Fund accounts;
Input daily work into computer;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; must have some experience in public contact work; must have clerical and typing ability; must pass the Civil Service examinations.

LANGUAGE SKILLS:
Ability to understand and follow oral and/or written instructions; must be able to keep records and make reports;

OTHER REQUIREMENTS:
Must have good knowledge of the City government; knowledge of the principles and practices of accounting and auditing, particularly as they relate to billing and collections; clerical aptitude; good knowledge of office terminology and procedures; computer literacy; calculator proficiency and typing skills; ability to deal courteously, tactfully and firmly with the public; ability to work amiably with fellow workers; ability to read maps; ability to work under pressure internally and with the public.

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

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, use hands to finger, handle or feel, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must frequently lift and move up to 10 pounds. Specific vision abilities required by this job is ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally must work near moving mechanical parts. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature    Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Customer Service Representative I

PAY GRADE: 24

DIVISION: Water
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE:
REPORTS TO: Utility Billing Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible clerical work with extensive customer contact in the Panama City Beach's Utility Billing and Customer Service Department. Work is performed under the primary supervision and direction of the Utility Billing Supervisor, with secondary supervision and direction being under the Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Ability to communicate policies and procedures of the Utility Billing and Customer Service functions to customers in person, by phone or through correspondence;
- Preparing accurate and complete forms, including installation and removal work orders, final billings, refund reports, and collection reports. Maintaining various records and accounts on the City's computer system;
- Process credit card and e-check payments through a third party collector. Maintaining automatic bank drafting files and applications;
- Resolving customer complaints, solving problems involving computation of bills, bill adjustments, high consumption readings, illegal consumption, etc.;
- Accepts requests at counter for water and sewer service;
- Determine availability of water and/or sewer in the area to be served;
- Interpret building plans, prepare connection fee worksheet, and determine correct water-sewer impact fee;
Prepare work orders, crew sheets, etc.;
Advise water/sewer field personnel of application;
Accept change-overs, changes in billing addresses, cutoffs, etc.;
Receive monies and process receipts;
Receive payments, verify amounts and check any discrepancies;
Total mail receipts and balance with monies;
Complete daily cash and balance sheets and balance cash drawers;
Assist in analyzing and correcting computer and/or printer problems;
Upload/download meter readings and analyze to insure correct billing.
Answer correspondence for water and sewer department;
Prepare water bills for mailing;
Keep records and make reports utilizing such programs as Excel, Lotus, and Wordperfect.
Verify delinquent accounts and assist in handling cutoffs;
Accept complaints and courteously analyze any problems;
Post monies to appropriate General Fund accounts;
Input daily work into computer;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and EXPERIENCE:
Must have graduated from standard high school or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; must have some experience in public contact work; must have clerical and typing ability; must pass the Civil Service examinations.

LANGUAGE SKILLS:
Ability to understand and follow oral and/or written instructions; must be able to keep records and make reports;

OTHER REQUIREMENTS:
Must have good knowledge of the City government; knowledge of the principles and practices of accounting and auditing, particularly as they relate to billing and collections; clerical aptitude; good knowledge of office terminology and procedures; computer literacy; calculator proficiency and typing skills; ability to deal courteously, tactfully and firmly with the public; ability to work amiably with fellow workers; ability to read maps; ability to work under pressure internally and with the public.

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

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, use hands to finger, handle or feel, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must frequently lift and move up to 10 pounds. Specific vision abilities required by this job is ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally must work near moving mechanical parts. The noise level in the work environment is usually moderate.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Meter Reset Technician

PAY GRADE: 26

DIVISION: Water
DEPARTMENT: Utilities

SHIFT:
LOCATION:

EMPLOYEE:
REPORTS TO: Utility Billing Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible service work in the Panama City Beach’s Utility Department. Work is performed under the primary supervision and direction of the Utility Billing Supervisor, with secondary supervision and direction being under the Utilities Director. This position requires extensive driving within the utility service area on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Resets (turns on) meters and obtains meter readings;
- Turns off meters and obtains meter readings;
- Checks meters for leak indicators;
- Verifies meter identification numbers at a given address;
- Verifies how many units are served by a meter;
- Meets with customers to show them how to read meter and/or locate meter;
- Turns off meters per customer request for repairs;
- Reports water breaks, damaged meter boxes and meter lids, dislodged valve boxes, non-registering meters;
- Keeps records and other data.
SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; must have experience in water meter reading and service work; must have a valid insurable Florida Driver's License.

LANGUAGE SKILLS:
Ability to understand and follow oral and/or written instructions; must be able to keep records and make reports;

OTHER REQUIREMENTS:
Must have thorough knowledge of water meter reading; mechanical ability; dependability; good physical condition; ability to work unsupervised. Must be able to work 10 hour shifts, on call 24 hours. Must have knowledge of the geography and street locations of the city utility service area.

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms.

The employee may occasionally lift and move from 10 to 25 pounds. Specific vision abilities required by this job is ability to adjust focus, close vision and peripheral vision, color vision, and distance vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee occasionally must work in inclement weather. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________
Signature

_________/
Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Meter Reader II

PAY GRADE: 26
DIVISION: Water
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE:
REPORTS TO: Utility Billing Supervisor

PREPARED BY: Al Shortt
APPROVED BY: DATE: Revised 08/13/2015

DATE:

SUMMARY:
This position is for responsible supervisory work in the operation of Panama City Beach's Water Department, Meter Reading Division. Work is performed under the primary supervision and direction of the Utility Billing Supervisor, with secondary supervision and direction being under the Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned by supervisors:

- Reads water/sewer meters in the City service area and do resets as required;
- Assigns routes and account numbers for new accounts under direction of Utility Billing Supervisor;
- Schedules routine maintenance of equipment used by meter readers;
- Collects data for Utility Billing Supervisor and/or Utilities Director;
- Assist in the resets or delinquent lists when needed;
- Answer complaints;
- Ensure that support staff under supervision comply with all safety rules and regulations;
- Keeps records of personnel leave time and other data;
- Coordinates any repairs with other division when necessary;
- Develops programs, goals and training courses for the meter readers, subject to
approval by the Utility Billing Supervisor prior to implementation;

SUPERVISORY RESPONSIBILITIES:
Supervises lower ranking personnel with Utility Billing Supervisor Approval.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; considerable experience in water meter reading; division; Applicants with previous supervisory experience are preferred.

LANGUAGE SKILLS:
Ability to understand and follow oral and/or written instructions; must be able to keep records and make reports;

OTHER REQUIREMENTS:
Must have thorough knowledge of water meter reading; ability to plan and supervise the work of others; mechanical ability; dependability; good physical condition; ability to delegate work. Must be able to work 10 hour shifts, on call 24 hours.

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms, taste or smell.

The employee must frequently lift and move from 10 to 25 pounds. Specific vision abilities required by this job is ability to adjust focus, close vision and peripheral vision, color vision, and distance vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee occasionally must work in inclement weather, near moving mechanical parts, in high, precarious places, and is exposed to outdoor weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

__________________________
Signature

__________________________
Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Meter Reader I

PAY GRADE: 24
DIVISION: Water
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE:
REPORTS TO: Utilities Billing Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015
DATE:

SUMMARY:
This position is for responsible maintenance work in the upkeep of the meters
and meter boxes belonging to Panama City Beach's Water Department. Work is
performed under the primary supervision and direction of the Meter Reader Foreman,
with secondary supervision and direction being under the Underground Utilities
Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the
special duties and responsibilities, other tasks may be assigned:

- Performs the reading of the water and sewer meters;
- Collects data for the Senior Meter Reader or Utility Billing Supervisor;
- Keeps records and other data;
- Coordinates any repairs with the other division when necessary;
- Assists in minor repairs to water meter installation when needed;
- Assists in the resets or delinquent lists when needed.

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each
essential duty satisfactorily. The requirements listed below are representative of the
knowledge, skill, and/or ability required. Reasonable accommodations may be made to
enable individuals with disabilities to perform the essential functions.
EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or GED; Prior experience in water meter reading would be preferable; Must have valid Florida Drivers License.

LANGUAGE SKILLS:
Ability to understand and follow oral and/or written instructions; must be able to keep records and make reports;

OTHER REQUIREMENTS:
Prior experience in water meter reading would be preferable; mechanical ability; dependability; good physical condition; ability to work unsupervised. Must be able to work 10 hour shifts, on call 24 hours.

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms.

The employee must frequently lift and move from 10 to 25 pounds. Specific vision abilities required by this job is ability to adjust focus, close vision, peripheral vision, and distance vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally must work in inclement weather, in outdoor weather conditions, in extreme heat, and in extreme cold. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature                        Date
WASTEWATER
SUMMARY:
This position is for responsible technical, administrative and supervisory work assisting the Wastewater Superintendent in the operation and maintenance of Panama City Beach's wastewater treatment effluent disposal and lift station facilities.

Work is performed under the primary supervision and direction of the Wastewater Superintendent with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the essential duties and responsibilities, other tasks may be assigned:

Assists the Wastewater Superintendent in managing staff and resources dedicated to the operations of the municipal wastewater treatment and disposal systems, reclaimed water treatment and lift stations, laboratory, bio-solids treatment and disposal;

Assists the Wastewater Superintendent with interpreting operating data and observations to continually optimize the treatment process and equipment and makes or directs adjustments to the process, as required, to effectively treat wastewater in compliance with all rules, regulations, ordinances, and the facility's standard operating procedures;
Implements the Superintendent's operational procedures, capital programs, system modifications, and new technology programs;

Implements the Superintendent’s maintenance programs to prolong the life of the system and insure its smooth operation;

Implements the Superintendents training programs to insure that personnel operate the system properly and in accordance with regulations;

Supervises the maintenance of appropriate inventory of parts and supplies needed to timely maintain and repair the equipment and facilities;

Assist in developing quality and productivity improvement capabilities to improve treatment processes and effectiveness and to remain competitive with the private sector;

Supervises the collection of samples and performing routine physical and chemical analysis in support of process control;

Ensures staff compliance with applicable City, State, and Federal safety policies and regulations;

Provides lab safety training;

Completes various internal use and regulatory agency reports, and directs the record keeping activities of the division;

Makes daily checks on the plant and equipment to make sure everything is operating properly;

Makes certain time sheets are filled out properly;

Ensures that the plant is clean and grounds are maintained;

Performs related work as required and assigned by the Wastewater Superintendent.

SUPERVISORY RESPONSIBILITIES:

Ability to effectively supervise, train and evaluate staff operators and maintenance personnel in the operation and maintenance of wastewater treatment disposal and pumping facilities in a manner that is inclusive and team building.
Ability to provide effective guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

QUALIFICATION REQUIREMENTS:
Thorough knowledge of advanced chemical, biological and physical process included in wastewater treatment, including biological nutrient removal processes.

Skilled in interpreting wastewater treatment process data and observations to develop appropriate operational strategies based on these data.

Ability to evaluate the operation of and supervise appropriate preventative maintenance on pumps, motors, blowers, mixers, valves, disinfection systems, chemical feed pumps, dewatering equipment, backup power generators, flow meters and other equipment used in wastewater treatment.

The ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

The ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

The ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

The ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ration and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

The ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variation in assigned objectives.

The ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
EDUCATION and EXPERIENCE:
Must have graduated from standard high school; must have thorough knowledge of advanced biological wastewater treatment principles and practices; must possess a Class "A" Wastewater Treatment Operator's License issued by the State of Florida. Must have three (3) years experience in the operation of wastewater treatment facilities employing biological nutrient removal (BNR) processes.

Must have a valid Florida Driver's license with driving record acceptable to the City and insurance program or ability to obtain one within time limits established by the State of Florida.

LANGUAGE AND COMMUNICATION SKILLS:
Ability to communicate clearly and effectively, both verbally and in writing. Skilled in the use of computers for data base management and word processing in order to maintain records, review analytical results and plant operation, prepares correspondence and track maintenance.

Ability to learn new materials, methods and practices used in the operation of modern wastewater treatment plants; ability and willingness to learn new and more modern maintenance procedures; ability to understand and follow oral and/or written instructions from management; ability to work harmoniously with City Staff, consultants, vendors, etc.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 12 hour shifts and be on call 24 hours a day; must be dependable; must have mechanical ability; must have ability to train others.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, or walk.

The employee may occasionally lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes, airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date __________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Plant Operator "A"

PAY GRADE: 32
DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Operations & Laboratory Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 04/14/2015

SUMMARY:

This position is for responsible work in the operation and upkeep of Panama City Beach's treatment plant. Work is performed under the primary supervision and direction of the Operations Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

The employee typically works shifts in combination with other certified Wastewater Facilities Operators, but in some circumstances may be assigned to work certain shifts alone. Shifts may include weekends, nights and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

• With oversight from the Operations Supervisor, operates and maintain all aspects of the wastewater treatment facilities;
• Makes necessary adjustments to the treatment process to assure compliance with all rules, regulations and the facility's standard operating procedures;
• Performs minor repairs and preventative maintenance on plant equipment and structures and assists the maintenance staff, as necessary, with major or unusual maintenance tasks;
• Makes daily inspections of the treatment plant and the equipment;

AGENDA ITEM # 12
• Takes readings and measurements concerning various unit processes, collect samples, records measurements and helps maintain accurate records of plant operational and maintenance functions.
• Performs routine physical and chemical laboratory analysis to monitor treatment efficiency.
• Collects samples and performs field analysis such as chlorine residual and pH as needed.
• Cleans laboratory equipment and glassware.
• Prepares chemical standards and reagents for laboratory use.
• Informs the Operations Supervisor of any observed or suspected problems and proceeds with corrective or preventative actions, as instructed;
• Demonstrates appropriate safety precautions and procedures for all tasks;
• Assists with the maintenance, repair and overhaul of machinery and equipment;
• Removes algae, scum, grease and debris from plant structures;
• Performs routine janitorial and ground duties;
• Performs related work as required.
• With approval of Operations Supervisor, provides guidance to all "B" and "C" Operators, and Operator Trainees.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Graduation from an accredited high school or possession of an acceptable equivalency diploma. Must possess a Class "A" Wastewater Operators certification as issued by the State of Florida (FAC 62-602). Must possess a valid Florida Driver's License with driving record acceptable to the City.

LANGUAGE SKILLS:
Knowledge of the materials, methods and practices used in the operation and maintenance of the City's wastewater treatment plant. Knowledge of the rules, regulations and public laws pertaining to sewage treatment plant operations. Knowledge of chemistry and mathematics as they apply to sewage treatment. Ability to understand and follow oral and/or written instructions; Ability to read and comprehend technical information related to the job and to communicate clearly and effectively, both orally and in writing.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 12 hours shifts; must be familiar with computers; must have mechanical
ability; ability to work harmoniously with fellow workers and others.

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

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration and with City provided OSHA approved personal protective equipment. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Plant Operator "B"

PAY GRADE: 31

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Operations & Laboratory Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 04/14/2015

SUMMARY:
This position is for responsible work in the operation and upkeep of Panama City Beach's treatment plant. Work is performed under the primary supervision and direction of the Operations Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

The employee typically works shifts in combination with other certified Wastewater Facilities Operators, but in some circumstances may be assigned to work certain shifts alone. Shifts may include weekends, nights and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- With oversight from the Operations Supervisor, operates and maintain all aspects of the wastewater treatment facilities;
- Makes necessary adjustments to the treatment process to assure compliance with all rules, regulations and the facility's standard operating procedures;
- Performs minor repairs and preventative maintenance on plant equipment and structures and assists the maintenance staff, as necessary, with major or unusual maintenance tasks;
- Makes daily inspections of the treatment plant and the equipment;
• Takes readings and measurements concerning various unit processes, collect samples, records measurements and helps maintain accurate records of plant operational and maintenance functions.
• Performs routine physical and chemical laboratory analysis to monitor treatment efficiency.
• Collects samples and performs field analysis such as chlorine residual and pH as needed.
• Cleans laboratory equipment and glassware.
• Prepares chemical standards and reagents for laboratory use.
• Informs the Operations Supervisor of any observed or suspected problems and proceeds with corrective or preventative actions, as instructed;
• Demonstrates appropriate safety precautions and procedures for all tasks;
• Assists with the maintenance, repair and overhaul of machinery and equipment;
• Removes algae, scum, grease and debris from plant structures;
• Performs routine janitorial and ground duties;
• Performs related work as required.
• With approval of Operations Supervisor, provides guidance to "C" Operators and Operator Trainees.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Graduation from an accredited high school or possession of an acceptable equivalency diploma. Must possess a Class "B" Wastewater Operators certification as issued by the State of Florida (FAC 62-602). Must possess a valid Florida Driver's License with driving record acceptable to the City.

LANGUAGE SKILLS:
Knowledge of the materials, methods and practices used in the operation and maintenance of the City's wastewater treatment plant. Knowledge of the rules, regulations and public laws pertaining to sewage treatment plant operations. Knowledge of chemistry and mathematics as they apply to sewage treatment. Ability to understand and follow oral and/or written instructions; Ability to read and comprehend technical information related to the job and to communicate clearly and effectively, both orally and in writing.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 12 hours shifts; must be familiar with computers; must have mechanical
ability; ability to work harmoniously with fellow workers and others.

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

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
PAY GRADE: 29

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Operations & Laboratory Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

SUMMARY:
This position is for responsible work in the operation and upkeep of Panama City Beach's treatment plant. Work is performed under the primary supervision and direction of the Operations Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

The employee typically works shifts in combination with other certified Wastewater Facilities Operators, but in some circumstances may be assigned to work certain shifts alone. Shifts may include weekends, nights and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- With oversight from the Operations Supervisor, operates and maintain all aspects of the wastewater treatment facilities;
- Makes necessary adjustments to the treatment process to assure compliance with all rules, regulations and the facility's standard operating procedures;
- Performs minor repairs and preventative maintenance on plant equipment and structures and assists the maintenance staff, as necessary, with major or unusual maintenance tasks;
- Makes daily inspections of the treatment plant and the equipment;
• Takes readings and measurements concerning various unit processes, collect samples, records measurements and helps maintain accurate records of plant operational and maintenance functions.
• Performs basic physical and chemical laboratory analysis to monitor treatment efficiency.
• Collects samples and performs field analysis such as chlorine residual and pH as needed.
• Cleans laboratory equipment and glassware.
• Prepares chemical standards and reagents for laboratory use.
• Informs the Operations Supervisor of any observed or suspected problems and proceeds with corrective or preventative actions, as instructed;
• Demonstrates appropriate safety precautions and procedures for all tasks;
• Assists with the maintenance, repair and overhaul of machinery and equipment;
• Removes algae, scum, grease and debris from plant structures;
• Performs routine janitorial and ground duties;
• Performs related work as required.
• With approval of Operations Supervisor, provides guidance to Operator Trainees.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Must possess a Class “C” Wastewater Operators certification as issued by the State of Florida (FAC 62-602). Must possess a valid Florida Driver’s License with driving record acceptable to the City.

LANGUAGE SKILLS:

Knowledge of the materials, methods and practices used in the operation and maintenance of the City’s wastewater treatment plant; ability to understand and follow oral and/or written instructions; Ability to read and comprehend technical information related to the job and to communicate clearly and effectively, both orally and in writing.

OTHER REQUIREMENTS:

Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 12 hours shifts; must be familiar with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________ Date ____________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Plant Operator Trainee

PAY GRADE: 24

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard
EMPLOYEE: REPORTS TO: Operations & Laboratory Supervisor

PREPARED BY: Al Shortt APPROVED BY: City Council
DATE: Revised 08/13/2015 DATE:

SUMMARY:
This position is for responsible work in the operation and upkeep of Panama City Beach's treatment plant. Work is performed under the primary supervision and direction of the Operations Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

The employee typically works shifts in combination with certified Wastewater Facilities Operators. After instruction and orientation, quality and speed of work on routine duties should steadily become comparable to that of a certified operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

With instruction and oversight from a certified operator, learns to properly operate and maintain all aspects of the wastewater treatment facilities;

Learns the fundamentals of proper wastewater treatment by participating in a wide variety of on-the-job tasks as well as through classes, correspondence courses, and general reading;

Learns to make necessary adjustments to the treatment process to assure compliance with all rules, regulations and the facility's standard operating procedures;
Learns to perform minor repairs and preventative maintenance on plant equipment and structures and assists the maintenance staff, as necessary, with major or unusual maintenance tasks;

Makes daily inspections of the treatment plant and the equipment;

Takes readings and measurements concerning various unit processes, collect samples, records measurements and helps maintain accurate records of plant operational and maintenance functions;

Learns to perform basic physical and chemical analysis to monitor treatment efficiency;

Informs the Operations Supervisor of any observed or suspected problems and proceeds with corrective or preventative actions, as instructed;

Learns and demonstrates appropriate safety precautions and procedures for all tasks;

Assists with the maintenance, repair and overhaul of machinery and equipment;

Removes algae, scum, grease and debris from plant structures;

Performs routine janitorial and ground duties;

Performs related work as required.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Graduation from an accredited high school or possession of an acceptable equivalency diploma. Must be able to obtain a Class "C" Wastewater Operators certification as issued by the State of Florida (FAC 62-602) within a period of two (2) years, however, satisfactory progress toward obtaining the certification must be demonstrated within one year. Should have at least two (2) years of experience in maintenance or operation of mechanical, electrical, or construction equipment. Possess a valid Florida Driver's License with driving record acceptable to the City.
LANGUAGE SKILLS:
   Ability and will to learn the materials, methods and practices used in the
   operation and maintenance of the City's wastewater treatment plant; ability to
   understand and follow oral and/or written instructions; must be able to read and write
   and keep records and reports.

OTHER REQUIREMENTS:
   Must have sufficient physical strength to accomplish assigned tasks; must be
   willing to work 12 hours shifts; must be familiar with computers; must have mechanical
   ability; ability to work harmoniously with fellow workers and others.

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

   While performing the duties of this job, the employee is occasionally required to
   sit, stand, climb or balance. The employee frequently is required to reach with hands
   and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger,
   handle, or feel objects, tools, or controls, taste or smell.

   The employee must frequently lift and move up to 25 pounds and occasionally lift
   and move more than 100 pounds. Specific vision abilities required by this job include
   close vision, distance vision, color vision, peripheral vision, depth perception and ability
   to adjust focus.

WORK ENVIRONMENT:
   The work environment characteristics described here are representative of those
   an employee encounters while performing the essential functions of this job.
   Reasonable accommodations may be made to enable individuals with disabilities to
   perform the essential functions.

   While performing the duties of this job, the employee occasionally works in wet,
   humid conditions and in high, precarious places, and frequently works near moving
   mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and
   toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the
   work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the
qualification requirements stated herein and I am able to perform the essential duties
and responsibilities of this position. I acknowledge that in addition to the duties outlined
above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Electrician II

PAY GRADE: 30

DIVISION: Wastewater
DEPARTMENT: Utilities

SHIFT: 206 N. Gulf Boulevard

EMPLOYEE:
REPORrS TO: Operations/Lab Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible electrical maintenance work in the upkeep and maintenance of all electrical equipment in the Treatment Plant Divisions and elsewhere as needed throughout the City. Work is performed under the primary supervision and direction of the Operation/Lab Supervisor with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Performs troubleshooting and repair on high voltage electrical systems to include motor control centers, switchgear, distribution wiring, motor electrical components, PLC's and related equipment;

Performs maintenance, installation, servicing, and calculation of power load distributions to various motors and related equipment;

Performs routine electrical maintenance or repairs on wastewater plant equipment;

Performs routine electrical maintenance or repairs on water storage and pumping station equipment;

Performs routine electrical maintenance or repairs on lift station equipment;
Accomplishes preventive and predictive maintenance program routines for motor electrical components, high voltage transformers, breakers, distribution panels, electrical motor control centers, variable frequency drives, and soft-starts;

Develops and implements preventive and predictive maintenance programs for all major electrical systems;

Builds and installs control panels, with prior approval of design by engineering division, and coordination with Instrumentation and Control Division;

Determines, establishes and maintains and appropriately sized and cataloged inventory of spare parts and supplies needed to maintain and quickly repair critical electrical equipment;

Provides recommendations to management concerning procurement of services and equipment for repairs, upgrades and improvements to the facilities;

Assists in developing, implementing and maintaining operational control procedures, to include the training of others in the operating procedures of the electrical systems;

Provides interface between plant operation staff and contractors, suppliers, or factory representatives to insure the effective, efficient, trouble-free operation of system electrical equipment;

Develops and maintains accurate and comprehensive maintenance and repair records;

Develops a requested annual operations and maintenance budget in support of Utility Department electrical requirements;

Monitors expenses to remain within budgeted line items and coordinates emergency utility department repair and requisition efforts directly through the affected Division Manager;

Performs any electrical repairs as needed, and requested for other Departments in the City, such as; Parks and Recreation, Police, Fire, Public Works, Administration, etc.

Performs related task as required;

SUPERVISORY RESPONSIBILITIES:
With approval of management, may supervise junior electricians.
QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school or vocational school; must possess a Journeyman's electrician license; must have experience in the installation of new electrical services, lift station electrical repair, and troubleshooting instrumentation.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in the supervision and/or electrical maintenance operations of a treatment plant; ability to understand and follow oral and/or written instructions; must be able to read electrical schematics and blue prints; must be able to read and write.

OTHER REQUIREMENTS:

Must have sufficient physical strength to accomplish assigned tasks; must be willing to work eight (8) hour shifts and be on call 24 hours a day. Must have the ability to work harmoniously with fellow workers and others. Must have a valid Florida Driver's License.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is occasionally required to sit, taste or smell. The employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl, reach with hands and arms, talk or hear, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee occasionally is exposed to vibration, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date ____________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Electrician I

PAY GRADE: 28
DIVISION: Wastewater
DEPARTMENT: Utilities

SHIFT: 206 N. Gulf Boulevard
EMPLOYEE: 
REPORTS TO: Operations/Lab Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible electrical maintenance work in the upkeep and maintenance of all electrical equipment in the Treatment Plant Divisions and elsewhere as needed throughout the City. Work is performed under the primary supervision and direction of the Operation/Lab Supervisor with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Performs troubleshooting and repair on high voltage electrical systems to include motor control centers, switchgear, distribution wiring, motor electrical components and related equipment;

Performs maintenance, installation and servicing of power load distributions to various motors and related equipment;

Performs routine electrical maintenance or repairs on wastewater plant equipment;

Performs routine electrical maintenance or repairs on water storage and pumping station equipment;

Performs routine electrical maintenance or repairs on lift station equipment;
Implements preventive and predictive maintenance program routines for motor
electrical components, high voltage transformers, breakers, distribution panels,
electrical motor control centers, variable frequency drives, and soft-starts;

Implements preventive and predictive maintenance programs for all major
electrical systems;

Provides recommendations to management concerning procurement of services
and equipment for repairs, upgrades and improvements to the facilities;

Maintains accurate and comprehensive maintenance and repair records;

Monitors expenses to remain within budgeted line items and coordinates
emergency utility department repair and requisition efforts directly through the
affected Division Manager;

Performs any electrical repairs as needed, and requested by other Departments in
the City, such as; Parks and Recreation, Police, Fire, Public Works,
Administration, etc.

Performs related task as required;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each
essential duty satisfactorily. The requirements listed below are representative of the
knowledge, skill, and/or ability required. Reasonable accommodations may be made to
enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or vocational school; some
experience and training as an apprentice electrician; must be able to obtain a
Journeyman’s license within one (1) year; preferably have experience in the installation of
new electrical services, lift station electrical repair, and troubleshooting.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the electrical
maintenance operations of a treatment plant; ability to understand and follow oral and/or
written instructions; must be able to read electrical schematics and blueprints; must be
able to read and write.
OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 8 hour shifts and be on call 24 hours a day. Must have the ability to work harmoniously with fellow workers and others. Must have a valid Florida Driver’s License.

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

While performing the duties of this job, the employee is occasionally required to sit, taste or smell. The employee frequently is required to stand, walk, stoop, kneel, crouch, or crawl, reach with hands and arms, talk or hear, and use hands to finger, handle, or feel objects, tools, or controls.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally is exposed to vibration, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ___________________________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Treatment Plant Belt Press Operator

PAY GRADE: 30
DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Wastewater Operations Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible manual work in the maintenance and operation of Panama City Beach's Wastewater Treatment Plant. Work is performed under the primary supervision and direction of the Wastewater Operations Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Operates belt press;
Maintains and performs repairs to belt press equipment;
Keeps records of solids produced and transported off site; keeps supervisor informed of belt press conditions and makes reports of defective equipment;
Assists treatment plant operators in performance of their duties when requested by supervisor;
Assists treatment plant maintenance mechanics in performance of their duties when requested by supervisor;

SUPERVISORY RESPONSIBILITIES:
None
QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or vocational school; Have Class "C" operator certificate issued by the State of Florida DEP; Strong maintenance background in pumps, motors and electrical parts.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the operation of wastewater treatment plants; ability and willingness to learn new and more modern maintenance procedures when required; ability to understand and follow oral and/or written instructions; ability to plan and supervise the work of others;

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hour shifts; must be dependable; must be able to keep records and make reports; must have mechanical ability; ability to work harmoniously with fellow workers and others;

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, taste or smell.

The employee must frequently lift and move from 10 to 100 pounds. Specific vision abilities required by this job include close vision, color vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, in inclement weather, and in high precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date ______
SUMMARY:

This position is for highly responsible administrative, technical and supervisory work in directing the operation and maintenance of Panama City Beach's wastewater treatment effluent disposal and lift station facilities.

Work is performed under the primary supervision and direction of the Utilities Director, with secondary supervision and direction being under the City Manager. This position has considerable latitude for the use of independent judgment, discretion, and initiative in carrying out daily operations.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the essential duties and responsibilities, other tasks may be assigned:

Plans, organizes, and manages staff and resources dedicated to the operations of the municipal wastewater treatment and disposal systems, reclaimed water treatment and lift stations, laboratory, bio-solids treatment and disposal;

Interprets operating data and observations to continually optimize the treatment process and equipment and makes or directs adjustments to the process, as required, to effectively treat wastewater in compliance with all rules, regulations, ordinances, and the facility's standard operating procedures;
Develops and implements operational procedures, capital programs, system modifications, and new technology programs;

Develops and implements maintenance programs to prolong the life of the system and insure its smooth operation;

Develops and implements training programs to insure that personnel operate the system properly and in accordance with regulations;

Supervises the maintenance of appropriate inventory of parts and supplies needed to timely maintain and repair the equipment and facilities;

Develops quality and productivity improvement capabilities to improve treatment processes and effectiveness and to remain competitive with the private sector;

Supervises the collection of samples and performing routine physical and chemical analysis in support of process control;

Recommends the hiring, transfer, promotion, grievance resolution, discipline or dismissal of employees;

Conducts performance evaluations and recommends approval or disapproval of merit increases;

Completes various internal use and regulatory agency reports, and directs the record keeping activities of the division;

Makes daily checks on the plant and equipment to make sure everything is operating properly;

Makes certain shifts are properly staffed and work schedules are maintained;

Makes certain time sheets are filled out properly;

Ensures that the plant is clean and grounds are maintained;

Performs related work as required and assigned by the Utilities Director.

SUPERVISORY RESPONSIBILITIES:

Ability to effectively supervise, train and evaluate staff operators and maintenance personnel in the operation and maintenance of wastewater treatment disposal and pumping facilities in a manner that is inclusive and team building.

Ability to provide effective guidance, assistance, and/or interpretation to others
regarding the application of procedures and standards to specific situations.

QUALIFICATION REQUIREMENTS:
Thorough knowledge of advanced chemical, biological and physical process included in wastewater treatment, including biological nutrient removal processes.

Skilled in interpreting wastewater treatment process data and observations to develop appropriate operational strategies based on these data.

Ability to evaluate the operation of and supervise appropriate preventative maintenance on pumps, motors, blowers, mixers, valves, disinfection systems, chemical feed pumps, dewatering equipment, backup power generators, flow meters and other equipment used in wastewater treatment.

The ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

The ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

The ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

The ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ration and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

The ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variation in assigned objectives.

The ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
EDUCATION and EXPERIENCE:
Must have graduated from standard high school; must have thorough knowledge of advanced biological wastewater treatment principles and practices; must possess a Class "A" Wastewater Treatment Operator's License issued by the State of Florida. Must have three (3) years experience in the operation of wastewater treatment facilities employing biological nutrient removal (BNR) processes.

Must have a valid Florida Driver's license with driving record acceptable to the City and insurance program or ability to obtain one within time limits established by the State of Florida. At least two (2) years of verifiable supervisory experience in a biological wastewater treatment plant.

LANGUAGE AND COMMUNICATION SKILLS:
Ability to communicate clearly and effectively, both verbally and in writing. Skilled in the use of computers for data base management and word processing in order to maintain records, review analytical results and plant operation, prepares correspondence and track maintenance.

Ability to learn new materials, methods and practices used in the operation of modern wastewater treatment plants; ability and willingness to learn new and more modern maintenance procedures; ability to understand and follow oral and/or written instructions from management; ability to work harmoniously with City Staff, consultants, vendors, etc.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 12 hour shifts and be on call 24 hours a day; must be dependable; must have mechanical ability; must have ability to train others.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk or hear, stand, or walk.

The employee may occasionally lift and move from 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, and is exposed to fumes, airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature                               Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Facility Maintenance Supervisor

PAY GRADE: 32

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard

EMPLOYEE:

REPORTS TO: WWTP Superintendent

PREPARED BY: Al Shortt

APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible administrative, supervisory and skilled maintenance work in the operation and maintenance of the equipment relating to Panama City Beach's wastewater treatment plants. Work is performed under the primary supervision and direction of the Wastewater Plant Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

Develops and implements standard maintenance procedures for the facilities, including a comprehensive preventative maintenance program, which meets or exceeds the manufacturer's recommendations and specifications;

Directs and supervises the Wastewater Facility maintenance staff to ensure efficient operation and maintenance of the facilities, in compliance with all Federal, State, and Wastewater Division policies;

Supervises and assists in continued training of Wastewater Facility maintenance mechanics in all aspects of their duties;

Demonstrates and implements appropriate safety precautions and procedures for all tasks initiated; Enforces all safety rules and regulations;
Maintains an appropriate inventory of supplies, materials and parts needed to quickly and effectively repair and maintain all equipment;

Provides recommendations to management concerning procurement of services and equipment for upgrades or improvements to the facilities;

Routinely advises and confers with the Wastewater Treatment Plant Superintendent, both verbally and in writing, regarding facilities maintenance issues;

Maintains clear and concise records of work performed;

Schedules and performs routine maintenance tasks associated with the City's Wastewater Treatment facilities, including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, blowers, mixers, valves, filters, screens, chemical feed pumps, and backup power;

Schedules and performs preventative maintenance and evaluations on all equipment in accordance with the manufacturer's recommendations and specifications;

Schedules and performs routine maintenance tasks associated with the City's Wastewater disposal facility including but not limited to cleaning, inspection and repair of discharge structures, outfalls, buildings, restrooms, grounds, pavilions, boardwalks, trails, catch basins, culverts, ditches, signage, fencing and gates;

Lays out work, maintenance and repair schedules, and assigns employees to specified duties;

Coordinates and manages emergency response to critical situations;

Operates and maintains equipment including but not limited to blowers, chainsaws, all-purpose service vehicles, tractors with associated implements, skid-steer with associated implements except forestry attachment;

With written approval of Wastewater Treatment Plant Superintendent, operates skid-steer with forestry attachment;

Makes routine inspections of all facilities and equipment;

Ensures facilities and grounds that are accessible to the public are in an attractive condition conducive to recreational use and enjoyment;
Proactively provides assistance to the public in a courteous and professional manner;

Handles and applies vegetation control chemicals in accordance with manufacturer's recommendations and City policies;

Checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians.

Cleans interior and exterior of buildings, tanks, and structures as scheduled;

Performs related work as required;

SUPERVISORY RESPONSIBILITIES:
Train, instruct, and supervises all facility maintenance mechanics.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or have GED equivalency certificate; Eight (8) years of experience with Wastewater facilities; Two (2) years of related supervisory experience; Must have a valid Florida Driver's License.

KNOWLEDGE, ABILITIES AND SKILLS:
Thorough knowledge of materials, equipment, technology, methods and standards of construction and maintenance for wastewater systems, including equipment.
A thorough knowledge regarding the maintenance operation, testing, disinfection and placing on-line of water and wastewater utilities.

OTHER REQUIREMENTS:
Must have general knowledge of modern wastewater principles and operating practices; good physical condition; dependable; familiar with computers and associated productivity software such as, but not limited to Word and Excel; ability to supervise personnel and delegate tasks; ability to train other employees; ability to be on call 24 hours a day. The employee must present a neat and professional appearance, with friendly, courteous service to the public while performing their duties.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, in inclement weather, and in high precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature   Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Facility Maintenance Mechanic III

PAY GRADE: 29

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE: 
REPORTS TO: Wastewater Facility Maintenance Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible maintenance work and performance of skilled manual labor in the repair and maintenance of the equipment relating to Panama City Beach's wastewater treatment and effluent disposal facilities. Work is performed under the primary supervision and direction of the Wastewater Facility Maintenance Supervisor, with secondary supervision and direction being under the Wastewater Treatment Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs routine and technically advanced maintenance tasks associated with the City's Wastewater Treatment facility including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, blowers, mixers, valves, screens, filters, chemical feed pumps, and backup power;

- Performs preventative maintenance and evaluations on all equipment in accordance with the manufacturer's recommendations and specifications;

- Performs routine and technically advanced maintenance tasks associated with the City's Wastewater disposal facility including cleaning, removal, inspection
and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, valves, meters, de-chlorination system, chemical feed pumps and backup power;

Demonstrates appropriate safety precautions and procedures for all tasks initiated;

Routinely advises and confers with the Wastewater Facility Maintenance Supervisor, both verbally and in writing, regarding facilities maintenance issues;

Maintains clear and concise records of work performed;

Performs routine maintenance tasks associated with the City's Wastewater disposal facility including but not limited to cleaning, inspection and repair of buildings, restrooms, grounds, pavilions, discharge structures, outfalls, boardwalks, trails, catch basins, culverts, ditches, signage, fencing and gates;

Operates and maintains equipment including but not limited to blowers, all-purpose service vehicles, tractors with associated implements, skid-steer with associated implements except forestry attachment;

With written approval of Wastewater Treatment Plant Superintendent, operates skid-steer with forestry attachment;

Makes routine and detailed inspections of all facilities and equipment;

Maintain facilities and grounds that are accessible to the public in an attractive condition conducive to recreational use and enjoyment. Proactively provides assistance to the public in a courteous and professional manner;

Handles and applies vegetation control chemicals in accordance with manufacturer's recommendations and City policies;

Checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Cleans interior and exterior of buildings, tanks, and structures as scheduled;

Performs related work as required;

SUPERVISORY RESPONSIBILITIES:
With permission and at the direction of Wastewater Facility Maintenance Supervisor, provides individual task supervision and training of less experienced workers in the performance of their assigned duties;
QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or have GED equivalency certificate; Six (6) years of experience with Wastewater equipment or equipment of equivalent complexity as determined by the City Manager; and possess a Class “A” Wastewater Collections System Certification issued by FW&PCOA or Class “A” Certification issued by the State of Florida Department of Environmental Protection, or Six (6) additional years of work experience with equivalent mechanical equipment experiences may be accepted by the City Manager in lieu of Class “A” certification. Equivalency acceptance shall be at the sole discretion of the City Manager. Must have a valid Florida Driver’s License.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in maintenance operations; ability to learn new and more modern maintenance procedures when required; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Considerable knowledge of the methods and techniques used in the installation, repair and maintenance of a wide variety of pumps and other equipment in a wastewater treatment plant;

Knowledge of methods and techniques used in the troubleshooting, repair and maintenance of mechanical equipment and valves at a wastewater treatment plant;

Must have basic knowledge of modern wastewater collection/transmission principles and operating practices and the will to learn new methods and maintenance practices as necessary; good physical condition; dependable; familiar with computers; ability to supervise small numbers of personnel and delegate tasks; ability to train other employees; ability to be on call 24 hours a day.

The employee must present a neat and professional appearance, with friendly, courteous service to the public while performing their duties.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, in inclement weather, and in high precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature
Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Facility Maintenance Mechanic II

PAY GRADE: 28

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE:

REPORTS TO: Wastewater Facility Maintenance Supervisor

PREPARED BY: Al Shortt

APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible maintenance work and performance of skilled manual labor in the repair and maintenance of the equipment relating to Panama City Beach's wastewater treatment and effluent disposal facilities. Work is performed under the primary supervision and direction of the Wastewater Facility Maintenance Supervisor, with secondary supervision and direction being under the Wastewater Treatment Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

With limited supervision, performs routine and technically advanced maintenance tasks associated with the City's Wastewater Treatment facility including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, blowers, mixers, valves, screens, filters, chemical feed pumps, and backup power;

With limited supervision, performs preventative maintenance and evaluations on all equipment in accordance with the manufacturer's recommendations and specifications;
With limited supervision, performs routine and technically advanced maintenance tasks associated with the City's Wastewater disposal facility including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, valves, meters, de-chlorination system, chemical feed pumps and backup power;

Follows appropriate safety precautions and procedures for all tasks initiated;

Maintains clear and concise records of work performed;

Performs routine maintenance tasks associated with the City's Wastewater disposal facility including but not limited to cleaning, inspection and repair of buildings, restrooms, grounds, pavilions, discharge structures, outfalls, boardwalks, trails, catch basins, culverts, ditches, signage, fencing and gates;

Operates and maintains equipment including but not limited to blowers, all-purpose service vehicles, tractors with associated implements, skid-steer with associated implements except forestry attachment;

With written approval of Wastewater Treatment Plant Superintendent, operates skid-steer with forestry attachment;

Makes routine and detailed inspections of all facilities and equipment;

Maintain facilities and grounds that are accessible to the public in an attractive condition conducive to recreational use and enjoyment. Proactively provides assistance to the public in a courteous and professional manner;

Handles and applies vegetation control chemicals in accordance with manufacturer's recommendations and City policies;

Checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Cleans interior and exterior of buildings, tanks, and structures as scheduled;

Performs related work as required;

SUPERVISORY RESPONSIBILITIES:
With permission and at the direction of Wastewater Facility Maintenance Supervisor, provides individual task supervision and training of less experienced workers in the performance of their assigned duties;

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each
essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or have GED equivalency certificate; Four (4) years of experience with Wastewater equipment or equipment of equivalent complexity as determined by the City Manager; and possess a Class "B" Wastewater Collections System Certification issued by FW&PCOA or Class "B" Certification issued by the State of Florida Department of Environmental Protection, or Four (4) additional years of work experience with equivalent mechanical equipment experiences may be accepted by the City Manager in lieu of Class "B" certification. Equivalency acceptance shall be at the sole discretion of the City Manager. Must have a valid Florida Driver's License.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in maintenance operations; ability to learn new and more modern maintenance procedures when required; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Knowledge of the methods and techniques used in the installation, repair and maintenance of a wide variety of sewerage system equipment; Ability to make inspections to determine operating conditions and needed repairs of equipment; Ability to work from blueprints, pencil sketches or written or oral instructions.

Skill in the use of mechanic's tools and shop equipment; good physical condition; dependable; familiar with computers; ability to supervise small numbers of personnel and delegate tasks; ability to train other employees; ability to be on call 24 hours a day. The employee must present a neat and professional appearance, with friendly, courteous service to the public while performing their duties.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.
The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, in inclement weather, and in high precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________ Date ____________

AGENDA ITEM #______
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Facility Maintenance Mechanic I

PAY GRADE: 26

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE:

REPORTS TO: Wastewater Facility Maintenance Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015
DATE:

SUMMARY:
This position is for responsible maintenance work and performance of skilled manual labor in the repair and maintenance of the equipment relating to Panama City Beach's wastewater treatment and effluent disposal facilities. Work is performed under the primary supervision and direction of the Wastewater Facility Maintenance Supervisor, with secondary supervision and direction being under the Wastewater Treatment Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

With supervision, performs routine and technically advanced maintenance tasks associated with the City's Wastewater Treatment facility including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, blowers, mixers, valves, screens, filters, chemical feed pumps, and backup power;

With supervision, performs preventative maintenance and evaluations on all equipment in accordance with the manufacturer's recommendations and specifications;

With supervision, performs routine and technically advanced maintenance tasks...
associated with the City's Wastewater disposal facility including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, valves, meters, de-chlorination system, chemical feed pumps and backup power;

Follows appropriate safety precautions and procedures for all tasks initiated;

Maintains clear and concise records of work performed;

Performs routine maintenance tasks associated with the City's Wastewater disposal facility including but not limited to cleaning, inspection and repair of buildings, restrooms, grounds, pavilions, discharge structures, outfalls, boardwalks, trails, catch basins, culverts, ditches, signage, fencing and gates;

Operates and maintains equipment including but not limited to blowers, all-purpose service vehicles, tractors with associated implements, skid-steer with associated implements except forestry attachment;

With written approval of Wastewater Treatment Plant Superintendent, operates skid-steer with forestry attachment;

Makes routine and detailed inspections of all facilities and equipment;

Maintain facilities and grounds that are accessible to the public in an attractive condition conducive to recreational use and enjoyment. Proactively provides assistance to the public in a courteous and professional manner;

Handles and applies vegetation control chemicals in accordance with manufacturer's recommendations and City policies;

Checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Cleans interior and exterior of buildings, tanks, and structures as scheduled;

Performs related work as required;

SUPERVISORY RESPONSIBILITIES:
With permission and at the direction of Wastewater Facility Maintenance Supervisor, provides individual task supervision and training of less experienced workers in the performance of their assigned duties;

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the
knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or have GED equivalency certificate; Two (2) years of experience with Wastewater equipment or equipment of equivalent complexity as determined by the City Manager; and possess a Class "C" Wastewater Collections System Certification issued by FW&PCOA or Class "C" Certification issued by the State of Florida Department of Environmental Protection, or Two (2) additional years of work experience with equivalent mechanical equipment experiences may be accepted by the City Manager in lieu of Class "C" certification. Equivalency acceptance shall be at the sole discretion of the City Manager. Must have a valid Florida Driver's License.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in maintenance operations; ability to learn new and more modern maintenance procedures when required; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Knowledge of the methods and techniques used in the installation, repair and maintenance of a wide variety of sewerage system equipment; Ability to make inspections to determine operating conditions and needed repairs of equipment; Ability to work from blueprints, pencil sketches or written or oral instructions.

Skill in the use of mechanic's tools and shop equipment; good physical condition; dependable; familiar with computers; ability to supervise small numbers of personnel and delegate tasks; ability to train other employees; ability to be on call 24 hours a day. The employee must present a neat and professional appearance, with friendly, courteous service to the public while performing their duties.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.
The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, in inclement weather, and in high precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature  Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Facility Maintenance Mechanic Trainee

PAY GRADE: 24

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE:
REPORTS TO: Wastewater Facility Maintenance Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:

This position is for responsible maintenance work and performance of skilled manual labor in the repair and maintenance of the equipment relating to Panama City Beach's wastewater treatment and effluent disposal facilities. Work is performed under the primary supervision and direction of the Wastewater Facility Maintenance Supervisor, with secondary supervision and direction being under the Wastewater Treatment Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

With supervision, performs routine and technically advanced maintenance tasks associated with the City's Wastewater Treatment facility including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, blowers, mixers, valves, screens, filters, chemical feed pumps, and backup power;

With supervision, performs preventative maintenance and evaluations on all equipment in accordance with the manufacturer's recommendations and specifications;

With supervision, performs routine and technically advanced maintenance tasks
associated with the City's Wastewater disposal facility including cleaning, removal, inspection and/or repair and replacement of various types and sizes of equipment; including but not limited to motors, pumps, valves, meters, de-chlorination system, chemical feed pumps and backup power;

Follows appropriate safety precautions and procedures for all tasks initiated;

Maintains clear and concise records of work performed;

With supervision, performs routine maintenance tasks associated with the City's Wastewater disposal facility including but not limited to cleaning, inspection and repair of buildings, restrooms, grounds, pavilions, discharge structures, outfalls, boardwalks, trails, catch basins, culverts, ditches, signage, fencing and gates;

With supervision, operates and maintains equipment including but not limited to blowers, all-purpose service vehicles, tractors with associated implements, skid-steer with associated implements except forestry attachment;

With written approval of Wastewater Treatment Plant Superintendent, operates skid-steer with forestry attachment;

Makes routine and detailed inspections of all facilities and equipment;

With supervision, maintain facilities and grounds that are accessible to the public in an attractive condition conducive to recreational use and enjoyment. Proactively provides assistance to the public in a courteous and professional manner;

With supervision, handles and applies vegetation control chemicals in accordance with manufacturer's recommendations and City policies;

With supervision, checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Cleans interior and exterior of buildings, tanks, and structures as scheduled;

Performs related work as required;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to
enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school, or have GED equivalency certificate; Must have a valid Florida Driver's License.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in maintenance operations; ability to learn new and more modern maintenance procedures when required; ability to understand and follow oral and/or written instructions; ability to work harmoniously with fellow workers and others.

OTHER REQUIREMENTS:
Ability to learn the methods and techniques used in the installation, repair and maintenance of a wide variety of sewerage system equipment; Ability to make inspections to determine operating conditions and needed repairs of equipment; Ability to work from blueprints, pencil sketches or written or oral instructions.

Skill in the use of mechanic's tools and shop equipment; good physical condition; dependable; familiar with computers; ability to supervise small numbers of personnel and delegate tasks; ability to train other employees; ability to be on call 24 hours a day.
The employee must present a neat and professional appearance, with friendly, courteous service to the public while performing their duties.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, in inclement weather, and in high precarious places, and is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date __________________________
SUMMARY:

This is a highly technical position with supervisory responsibility for managing and directing the Utility Services Instrumentation and Control Program. This program includes servicing, maintaining, calibrating, repairing and installing the various process instrumentation and control systems, electrical motor control centers, variable frequency motor drives, soft-start motor drives, telemetry systems, and data acquisition systems in the City's water, reclaimed water and wastewater facilities.

The work is performed under the general direction and supervision of the Wastewater Plant Superintendent with secondary supervision and direction being under the Water Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned.

Develops, directs, and performs diagnostic operations and procedures on complex computer, electrical, electronic, pneumatic and hydraulic instrumentation and control systems for problem identification and correction of unscheduled equipment and system impairments and outages;

Develops, directs and performs field and bench maintenance, calibration and repair service on instrumentation and control systems, electrical motor control
centers, variable frequency motor drives, soft-start motor drives, telemetry systems, and data acquisition systems;

Defines problems as hardware or software related and makes appropriate corrections and system restoration. Develops and implements appropriate procedures to prevent recurrence when possible;

Develops, directs and implements preventive and predictive maintenance programs for all major electrical systems and instrumentation and control systems;

Determines,-establishes and maintains an appropriately sized and cataloged inventory of spare parts and supplies needed to maintain and quickly repair critical electrical and instrumentation and control equipment;

Provides recommendations to management concerning procurement of services and equipment for repairs, upgrades and improvements to the facilities;

Assists in the design, planning, organization, budgeting, purchasing and installation of water/wastewater equipment and system acquisitions, upgrades and modifications, including participation in field and factory tests;

Develops and fabricates instrumentation and control equipment to support specialized applications when off the shelf models are not readily available;

Coordinates and manages frequency and telemetry requirements through the Federal Communication Commission, State of Florida, Bay County agencies with responsibility for effective communication frequency management;

Assists in developing, implementing and maintaining operational control procedures, to include the training of others in the basic operating procedures of the instrumentation and control system;

Provides interface between plant operation staff and contractors, suppliers, or factory representatives to insure the effective, efficient, trouble-free operation of system instrumentation and control equipment;

Develops and maintains accurate and comprehensive maintenance and repair records;

Develops a requested annual operations and maintenance budget in support of Water and Wastewater Division Instrumentation and Control requirements; Monitors expenses to remain within budgeted line items and coordinates emergency repair and requisition efforts directly through the affected Division Manager;
Performs related tasks as required;

SUPERVISORY RESPONSIBILITIES: Supervises all junior Instrumentation and Control Technicians.

QUALIFICATION REQUIREMENTS:
Skilled in the supervision and effective oversight of Instrumentation and Control maintenance personnel.

Ability to develop and implement standard operating procedures and a preventative/predictive maintenance inspection program.

Establishes and maintains constructive working relationships with City staff, external agencies and the general public.

Possess a working knowledge of and functional skill in the use of electrical tools, analog/digital electronics, computer systems, pneumatics, fiber optics, and radio telemetry equipment utilized in instrumentation and control systems.

Possess a working knowledge of and functional skills in the use of contemporary electrical, electronic, pneumatic and hydraulic test equipment and procedures for evaluation, maintenance, calibration and repair of instrumentation and control systems, electrical motor control centers, variable frequency motor drives, soft-start motor drives, telemetry systems, and data acquisition systems.

Skilled in reading, interpreting, updating and modifying instrumentation, control and electrical system equipment schematics.

Ability to communicate effectively and professionally in written and verbal form.

Ability to interface with plant operations staff, contractors, suppliers, or factory representatives to insure the effective, efficient, trouble-free operation of system instrumentation and control equipment.

Ability to use computers for data base management and word processing in order to maintain records, review analytical results, track maintenance/repair, and prepare correspondence.

Understand and effectively use DOS, Windows, and Windows NT where these computer operating systems relate to instrumentation and control applications.
EDUCATION AND EXPERIENCE:
Requires a minimum of an Associate's Degree in Electronics or documented comparable formal technical training and six (6) years' of experience as an Instrumentation and Control Technician. At least two (2) years of experience in maintenance, repair, calibration and installation of control automation systems and electronic instrumentation.

At least two (2) years documented experience in supervisory duties at a level comparable to duties noted herein. Possession of a valid State of Florida driver's license with driving record acceptable to the City's Driving Policy and insurance program. Experience with installation, maintenance, and repair of control and microprocessor-based instrumentation and control systems for potable water and/or wastewater is preferred but not required.

A comparable amount of training and/or experience may be substituted for the minimum qualifications.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the operation and maintenance of the City's facilities; ability to communicate clearly and concisely in both oral and written form; must be able to read and write and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.

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

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature  Date
This is a highly technical position with responsibility for assisting in the servicing, calibrating, repairing and installing the various process instrumentation and controls systems, electrical motor centers, variable frequency motor drives, soft-start motor drives, telemetry systems, and data acquisition systems in the City's potable water, reclaimed water and wastewater facilities.

This work is performed under the direction and supervision of the designated Instrumentation and Control Technician III, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned.

Performs diagnostic operations and procedures on complex computer, electrical, electronic, pneumatic and hydraulic instrumentation and control systems for problem identification and correction of unscheduled equipment and system impairments and outages;

Performs field and bench maintenance, calibration and repair service on instrumentation and control systems, electrical motor control centers, variable frequency motor drives, soft-start motor drives, telemetry systems, and data
acquisition systems;

Defines problems as hardware or software related and makes appropriate corrections and system restoration;

Assists in the development of appropriate procedures to prevent recurrence when possible;

Assists in the development and implementation of preventive and predictive maintenance programs for all instrumentation and controls systems, electrical motor control centers, variable frequency motor drives, soft-start motor drives, telemetry systems, and data acquisition systems;

Assists in establishing and implementing an appropriately sized and cataloged inventory of spare parts and supplies needed to maintain and quickly repair all instrumentation and control equipment;

As requested, provides recommendations concerning procurement of services and equipment repairs, upgrades and improvements to the facilities;

As requested, assists in the design, planning, organization, budgeting, purchasing and installation of water/wastewater instrumentation equipment and system initial acquisitions, upgrades and modifications, including participation in field and factory tests;

Establishes working relationships with City staff, external agencies and the general public;

Assists in developing, implementing and maintaining operational control procedures, to include the training of others in basic operating procedures of the instrumentation and control system;

Maintains accurate and comprehensive maintenance and repair records;

Performs work related tasks as required;

SUPERVISORY RESPONSIBILITIES: With approval of senior Instrumentation and Control Technician, may provide limited supervision to junior technicians.

QUALIFICATION REQUIREMENTS:

Ability to understand and use Windows based software applications for instrumentation and control system application.
Thorough knowledge of and functional skill in the use of electrical, analog/digital electronics, computers, pneumatics, fiber optics, and radio telemetry equipment utilized in the instrumentation and control system.

Skilled in reading, interpreting, update and modification of instrumentation control and electrical system equipment schematics.

Skilled in the use of contemporary electronic, pneumatic, and hydraulic test equipment and procedures for evaluation, maintenance, calibration and repair of instrumentation and control systems.

Ability to communicate effectively and professionally in written and verbal form.

Ability to use computers for data base management and word processing in order to maintain records, review analytical results, track maintenance/repair, and prepare correspondence.

EDUCATION AND EXPERIENCE:
Requires a minimum of an Associate Degree in Electronics or documented comparable technical training and four (4) years of experience as an Instrumentation Technician. At least two (2) years of experience in maintenance, repair, calibration and installation of control automation systems and electronic instrumentation.

Must have a valid State of Florida driver’s license with driving record acceptable to the City’s Driving Policy and insurance program. Experience with installation, maintenance, and repair of control and microprocessor-based instrumentation and control systems for potable water and/or wastewater is preferred but not required.

A comparable amount of training and/or experience may be substituted for the minimum qualifications at the City’s sole discretion.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the operation and maintenance of the City’s facilities; ability to communicate clearly and concisely in both oral and written form; must be able to read and write and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

______________________________
Signature

______________________________
Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Instrumentation and Control Technician I

PAY GRADE: 30
DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard
EMPLOYEE:
REPORTS TO: Instrumentation and Control Technician III

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:
This is a highly technical position with responsibility for assisting in the servicing, calibrating, repairing and installing the various process instrumentation and control systems, electrical motor control centers, variable frequency motor drives, soft-start motor drives, telemetry systems, and data acquisition systems in the City's potable water, reclaimed water and wastewater facilities.

This work is performed under the direction and supervision of the designated Instrumentation and Control Technician III, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned.

With supervision, performs diagnostic operations on complex computer, electronic, pneumatic and hydraulic instrumentation and control systems for problem identification and correction;

With supervision, performs field and bench maintenance, calibration and repair service on instrumentation and control systems. Defines problems as hardware or software related and makes appropriate corrections and system restoration. Develops and implements appropriate procedures to prevent recurrence when possible;
Accomplish preventive maintenance programs for instrumentation and control equipment;

Assists in the upkeep of accurate and comprehensive maintenance and control equipment;

Assists in maintaining an inventory of spare parts and supplies needed to maintain and quickly repair all instrumentation and control equipment;

Performs other work related tasks as required;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Effectively understand and use Windows based software applications for instrumentation and control system application.

Able to develop a working knowledge of analog/digital electronics, computers, pneumatics, fiber optics, and radio telemetry equipment utilized in instrumentation and control system.

Able to develop knowledge for reading and interpreting instrumentation and control system equipment schematics.

Able to develop skills in the use of contemporary electronic, pneumatic, and hydraulic test equipment and procedures for evaluation, maintenance, calibration and repair of instrumentation and control systems.

Ability to communicate effectively and professionally in written and verbal form.

Ability to provide interface between plant operation staff and contractors, suppliers, or factory representatives to insure the effective, efficient, trouble-free operation of system instrumentation and control equipment.

Ability to use computers for data base management and work processing in order to maintain records, review analytical results, track maintenance/repair, and prepare correspondence.
EDUCATION AND EXPERIENCE:
Requires a minimum of an Associate's Degree in Electronics or documented comparable technical training and some experience as an Instrumentation Technician. Prefer some experience in maintenance, repair, calibration and installation of control automation systems and electronic instrumentation. Must have a valid State of Florida driver's license with driving record acceptable to the City's Driving Policy or ability to obtain one within six months of employment is a requirement.

Experience with installation, maintenance, and repair of control and microprocessor-based instrumentation and control systems for potable water and/or wastewater is preferred but not required.

A comparable amount of training and/or experience may be substituted for the minimum qualifications at the City's sole discretion.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the operation and maintenance of the City's facilities; ability to communicate clearly and concisely in both oral and written form; must be able to read and write and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.

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

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear; walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls; taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________  Date ________________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Lift Station Supervisor

PAY GRADE: 33

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard

EMPLOYEE: REPORTS TO: Wastewater Plant Superintendent

PREPARED BY: Al Shortt APPROVED BY: City Council DATE: Revised 08/13/2015 DATE:

SUMMARY:
This position is for responsible administrative, supervisory and maintenance work in the operation, maintenance and repair of the equipment relating to Panama City Beach’s wastewater lift stations. Work is performed under the primary supervision and direction of the Wastewater Treatment Plant Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Directs the operation, maintenance and supervision of the crews and equipment necessary to ensure a complete and efficient flow of wastewater to the treatment plants;
- Inspects work while in progress and upon completion to ensure lift station pumps, engines, generators and related fixtures meet performance standards;
- Manages preventive maintenance programs for portable pumps, emergency generators, submersible pumps, station pumps and other station equipment to limit system breakdowns;
- Performs administrative duties of the lift station division such as review and/or preparation of time sheets for accuracy, preparation of time sheets for accuracy,
preparation of daily work schedules, completion of accident report forms, employee performance appraisals, and related documents;

Lays out work, maintenance and repair schedules, and assigns employees to specified duties;

Coordinates and manages emergency response to critical situations.

Keeps records on labor, equipment, and materials used in the work and requisitions necessary equipment and materials;

Trains and instructs subordinates in maintenance and inspections of lift stations;

Performs routine and advanced maintenance tasks associated with the City’s lift stations and related facilities;

Monitors the operation of and performs the necessary maintenance on motors, pumps, floats, and all related lift station equipment;

Performs preventative maintenance and repairs on all equipment as per the manufacturer’s recommendations and specifications;

Maintains clear and concise records of work performed;

Checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Demonstrates appropriate safety precautions and procedures for all tasks initiated; Enforces all safety rules and regulations;

Transports, hooks-up and operates mobile generators during power outages;

Performs related work as required;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have graduated from standard high school, or have GED equivalency certificate; Ten (10) years of experience with operation, repair and maintenance of wastewater lift stations; Two (2) years of related supervisory experience; Must possess a Class “A” Certification issued by FW&PCOA or the State of Florida DEP or obtain
certification prior to end of probationary period. Must have a valid Florida Driver's License.

KNOWLEDGE ABILITIES AND SKILLS:
Extensive knowledge of management principles, practices and methods of operation. Comprehensive knowledge of modern theories, principles and practices of lift station operation, maintenance and repair. Comprehensive knowledge of methods, techniques, tools, and materials utilized to maintain and repair, electrical and mechanical components of lift station systems. Extensive knowledge of lift station building codes, performance standards, regulations and ordinances. Ability to interpret construction drawings, prepare specifications and estimate material and equipment needs. Ability to plan, organize and administer a wide variety of activities and assignments associated with maintenance, repair and construction of wastewater systems during both normal and emergency operation situations.

Ability to maintain records and to prepare and present complete reports clearly and effectively, both orally and in writing. Ability to read and interpret personnel policies and procedures. Extensive knowledge of occupational hazards and appropriate safety precautions. Considerable knowledge of basic records keeping and report writing. Ability to manage the work of a diversified staff effectively. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to perform duties under adverse conditions such as inclement weather, exposure to fumes, chemicals, insects, noise, and in confined areas.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, sometimes in inclement weather, in high, precarious places, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration, and is exposed to fumes or airborne particles, toxic or caustic chemicals and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature __________________________ Date _______________
SUMMARY:

This position is for responsible maintenance work and performance of skilled manual labor in the upkeep and maintenance of the equipment relating to Panama City Beach's wastewater lift stations. Work is performed under the primary supervision and direction of the Wastewater Lift Station Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs daily inspections, maintenance, cleaning and repair of lift stations, including pulling and replacing pumps, repairing and replacing pipe, valves, and fittings, and the operation and maintenance of lift stations and the associated properties;
- Uses skills and experience to troubleshoot and correct problems with lift station pumps;
- Keeps Supervisor informed of needed repairs and maintenance;
- Updates records for all work performed at the lift stations;
- Cleans sewage spills and applies chemicals as required per federal, state, and
local laws to sewage spills;

Responds to emergency and trouble calls, locates and identifies the cause and performs corrective actions as required;

Follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner;

Operates light and heavy duty trucks, boom trucks, heavy lifting equipment, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required;

Independently performs maintenance and repair work of a routine nature;

Maintains frequently used parts and supplies on assigned truck to insure all parts needed for any given assignment are available and restocked as used;

Checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Demonstrates appropriate safety precautions and procedures for all tasks initiated;

Transports, hooks-up and operates mobile generators during power outages;

Performs related work as required;

Makes reports to Wastewater Lift Station Supervisor regarding information collected.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:
Must have graduated from standard high school, or have GED equivalency certificate; Six (6) years of experience with wastewater lift stations; Must possess a Class “A” Wastewater Certification issued by FW&PCOA or Class “A” Certification issued by the State of Florida DEP. Must have a valid Florida Driver’s License.

KNOWLEDGE, ABILITIES AND SKILLS:
Knowledge of the methods, practices, tools and equipment used in mechanical repair and maintenance work of lift stations. Knowledge of the hazard and necessary
safety precautions applicable to mechanical maintenance and repair work of lift stations.

Ability to operate and maintain hand and power tools, Ability to perform basic mathematical calculations. Able to read and understand manuals, specifications, drawings, follow oral and written instructions. Must be skilled in the operation of personal computer using Microsoft Windows and Microsoft Internet Explorer.

Knowledge of safety practices and procedures in lift stations. Ability to prepare and maintain complete and accurate records. Ability to read and understand gauges and meters. Ability to understand and follow both written and oral instructions. Ability to develop and maintain a productive working relationship with other employees and effectively deal with the public when required.

OTHER REQUIREMENTS:
Must have thorough knowledge of modern wastewater collection/transmission principles and operating practices and the will to learn new methods and operating practices as necessary; good physical condition; dependable; familiar with computers; ability to supervise small numbers of personnel and delegate tasks; ability to train other employees; ability to be on call 24 hours a day.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat,
risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature    Date
CITY OF PANAMA CITY BEACH

Job Description

JOB TITLE: Wastewater Lift Station Mechanic "B"

PAY GRADE: 28
DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard

EMPLOYEE:
REPORTS TO: Wastewater Lift Station Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible maintenance work and performance of skilled manual labor in the upkeep and maintenance of the equipment relating to Panama City Beach's wastewater lift stations. Work is performed under the primary supervision and direction of the Wastewater Lift Station Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Performs daily inspections, maintenance, cleaning and repair of lift stations, including pulling and replacing pumps, repairing and replacing pipe, valves, and fittings, and the operation and maintenance of lift stations and the associated properties;

- Uses skills and experience to troubleshoot and correct problems with lift station pumps;

- Keeps Supervisor informed of needed repairs and maintenance;

- Updates records for all work performed at the lift stations;

- Cleans sewage spills and applies chemicals as required per federal, state, and
local laws to sewage spills;

Responds to emergency and trouble calls, locates and identifies the cause and performs corrective actions as required;

Follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner;

Operates light and heavy duty trucks, boom trucks, heavy lifting equipment, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required;

Maintains frequently used parts and supplies on assigned truck to insure all parts needed for any given assignment are available and restocked as used;

With supervision checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Demonstrates appropriate safety precautions and procedures for all tasks initiated;

Transports, hooks-up and operates mobile generators during power outages;

Performs related work as required;

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:
Must have graduated from standard high school, or have GED equivalency certificate; Four (4) years of experience with wastewater lift stations; Must possess a Class "B" Wastewater Certification issued by FW&PCOA or Class "B" Certification issued by the State of Florida DEP. Must have a valid Florida Driver's License.

KNOWLEDGE, ABILITIES AND SKILLS:
Knowledge of the methods, practices, tools and equipment used in mechanical repair and maintenance work of lift stations. Knowledge of the hazard and necessary safety precautions applicable to mechanical maintenance and repair work of lift stations.

Ability to operate and maintain hand and power tools, Ability to perform basic mathematical calculations. Able to read and understand manuals, specifications, drawings, follow oral and written instructions. Must have basic skills in the operation of
personal computer using Microsoft Windows and Microsoft Internet Explorer.

Knowledge of safety practices and procedures in lift stations. Ability to prepare and maintain complete and accurate records. Ability to read and understand gauges and meters. Ability to understand and follow both written and oral instructions. Ability to develop and maintain a productive working relationship with other employees and effectively deal with the public when required.

OTHER REQUIREMENTS:
Must have thorough knowledge of modern wastewater collection/transmission principles and operating practices and the will to learn new methods and operating practices as necessary; good physical condition; dependable; familiar with computers; ability to train other employees; ability to be on call 24 hours a day.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Lift Station Mechanic "C"

PAY GRADE: 26

DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard

EMPLOYEE:

REPORTS TO: Wastewater Lift Station Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible maintenance work and performance of skilled manual labor in the upkeep and maintenance of the equipment relating to Panama City Beach's wastewater lift stations. Work is performed under the primary supervision and direction of the Wastewater Lift Station Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

With supervision performs daily inspections, maintenance, cleaning and repair of lift stations, including pulling and replacing pumps, repairing and replacing pipe, valves, and fittings, and the operation and maintenance of lift stations and the associated properties;

With supervision uses skills and experience to troubleshoot and correct problems with lift station pumps;

Keeps Supervisor informed of needed repairs and maintenance;

Updates records for all work performed at the lift stations;

Cleans sewage spills and applies chemicals as required per federal, state, and
local laws to sewage spills;

Responds to emergency and trouble calls, locates and identifies the cause and performs corrective actions as required;

Follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner;

With supervision operates light and heavy duty trucks, boom trucks, heavy lifting equipment, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required;

Maintains frequently used parts and supplies on assigned truck to insure all parts needed for any given assignment are available and restocked as used;

With supervision checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Demonstrates appropriate safety precautions and procedures for all tasks initiated;

Transports, hooks-up and operates mobile generators during power outages;

Performs related work as required;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have graduated from standard high school, or have GED equivalency certificate; Two (2) years of experience with wastewater lift stations; Must possess a Class “C” Wastewater Certification issued by FW&PCOA or Class “C” Certification issued by the State of Florida DEP. Must have a valid Florida Driver’s License.

KNOWLEDGE, ABILITIES AND SKILLS:

Basic knowledge of the methods, practices, tools and equipment used in mechanical repair and maintenance work of lift stations. Knowledge of the hazard and necessary safety precautions applicable to mechanical maintenance and repair work of lift stations.

Ability to operate and maintain hand and power tools, Ability to perform basic mathematical calculations. Able to read and understand manuals, specifications,
drawings, follow oral and written instructions. Should have basic skills in the operation of personal computer using Microsoft Windows and Microsoft Internet Explorer.

Knowledge of safety practices and procedures in lift stations. Ability to prepare and maintain complete and accurate records. Ability to read and understand gauges and meters. Ability to understand and follow both written and oral instructions. Ability to develop and maintain a productive working relationship with other employees and effectively deal with the public when required.

OTHER REQUIREMENTS:
Must have thorough knowledge of modern wastewater collection/transmission principles and operating practices and the will to learn new methods and operating practices as necessary; good physical condition; dependable; familiar with computers; ability to be on call 24 hours a day.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.
I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ____________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Wastewater Lift Station Trainee

PAY GRADE: 24
DIVISION: Wastewater
DEPARTMENT: Utilities

LOCATION: 206 N. Gulf Boulevard

EMPLOYEE:
REPORTS TO: Wastewater Lift Station Supervisor

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015
DATE:

SUMMARY:
This position is for responsible maintenance work and performance of skilled manual labor in the upkeep and maintenance of the equipment relating to Panama City Beach's wastewater lift stations. Work is performed under the primary supervision and direction of the Wastewater Lift Station Supervisor, with secondary supervision and direction being under the Wastewater Plant Superintendent.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- With supervision, performs daily inspections, maintenance, cleaning and repair of lift stations, including pulling and replacing pumps, repairing and replacing pipe, valves, and fittings, and the operation and maintenance of lift stations and the associated properties;

- Keeps Supervisor informed of needed repairs and maintenance;

- With supervision, updates records for all work performed at the lift stations;

- With supervision, cleans sewage spills and applies chemicals as required per federal, state, and local laws to sewage spills;

- With supervision, responds to emergency and trouble calls, locates and identifies
the cause and performs corrective actions as required;

With supervision, follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner;

With supervision, operates light and heavy duty trucks, boom trucks, heavy lifting equipment, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required;

With supervision, maintains frequently used parts and supplies on assigned truck to insure all parts needed for any given assignment are available and restocked as used;

With supervision, checks electrical equipment and systems for defects and/or malfunctions and coordinates necessary repairs with City electricians;

Demonstrates appropriate safety precautions and procedures for all tasks initiated;

Transports, hooks-up and operates mobile generators during power outages;

Performs related work as required;

QUALIFICATION REQUIREMENTS:

to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have graduated from standard high school, or have GED equivalency certificate; Two (2) years of experience with wastewater lift stations; some experience in mechanical or pumping systems is preferred. Must have a valid Florida Driver's License.

KNOWLEDGE, ABILITIES AND SKILLS:

Ability to operate and maintain hand and power tools, Ability to perform basic mathematical calculations. Able to read and understand manuals, specifications, drawings, follow oral and written instructions. Should have basic skills in the operation of personal computer using Microsoft Windows and Microsoft Internet Explorer.

Ability to prepare and maintain complete and accurate records. Ability to read and understand gauges and meters. Ability to understand and follow both written and oral instructions. Ability to develop and maintain a productive working relationship with other employees and effectively deal with the public when required.
OTHER REQUIREMENTS:
Must have the will to learn methods and operating practices as necessary; good physical condition; dependable; familiar with computers; ability to be on call 24 hours a day.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms, talk or hear, sit, stand, walk, stoop, kneel, crouch, or crawl.

The employee must frequently lift and move from 25 pounds to more than 100 pounds. The special vision requirements related to this job are close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The special environmental conditions encountered while performing the duties of this job are that the worker must occasionally work near moving mechanical parts, sometimes in inclement weather, and in high, precarious places, is exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives and vibration and with City provided OSHA approved personal protective equipment. The noise level in this environment is usually loud to very loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature _______________________ Date __________

3
WATER PUMPING & STORAGE
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Water Storage & Pump Station Superintendent

PAY GRADE: 

DIVISION: Water
DEPARTMENT: Utilities

LOCATION: 7120 McElvey Road

EMPLOYEE: 

REPORTS TO: Utilities Director

PREPARED BY: Al Shortt

APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:
This position is for responsible supervisory work in the operation and upkeep of the equipment of Panama City Beach's Water Storage and Pump Station Facilities. Work is performed under the primary supervision and direction of Utilities Director, with secondary supervision and direction being under the City Manager.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of facilities and equipment to ascertain that they are in proper operation at all times;
- Makes determination of if and when station control adjustments are needed to meet specified service levels;
- Prepares and maintains applicable state and federal reports; prepares and maintains records of operations and maintenance of pump stations;
- Collects samples throughout the distribution system for laboratory tests;
- Monitors water quality in distribution system and performs routine flushing of system;
Monitors disinfection equipment and regulates the feed rates to assure proper disinfection;

Monitors controls and assists in the repairs of pumps, motors, and other equipment;

Meets with other supervisory personnel to discuss system operation in order to improve services;

Supervises and assists in performing routine janitorial and ground duties;

Trains, instructs and provides guidance in the proper operation and energy efficient control of pump stations.

SUPERVISORY RESPONSIBILITIES:
Supervises all employees in the Water Storage and Pump Station Division.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or vocational school; must be able to read and write; must have at least six years of experience in the operation of similar facilities, or similar experience in the maintenance of motors, pumps and related equipment; must be familiar with computers; must have Class A Water Treatment Operator's Certificate issued by the State of Florida DEP; must have thorough knowledge of regulations, safety standards and occupational hazards associated with job; must have thorough knowledge of pump station design parameters, operating principles and process control; should have, or obtain within 18 months, an FDEP Water Distribution System Operator License, Level 3.

LANGUAGE SKILLS:
Ability to communicate clearly and concisely in both oral and written form; must be able to read and write on a technical level and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts and be on call 24 hours a day; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ___________________________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Water Storage & Pump Station Operator A

PAY GRADE: 32
DIVISION: Water
DEPARTMENT: Utilities

LOCATION:
EMPLOYEE:
REPORTS TO: Water Storage & Pump Station Superintendent

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015
DATE:

SUMMARY:
This position is for the responsible technical work in the operation and upkeep of the equipment of Panama City Beach's Water Storage and Pump Station Facilities. Work is performed under the primary supervision and direction of the Water Storage & Pump Station Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Monitors controls, reads meters, gauges and dials and keeps logs of readings;
- Makes regular inspections of facilities and equipment to ascertain that they are in proper operation at all times;
- Collects samples throughout the distribution system for laboratory tests;
- Monitors water quality in distribution system and performs routine flushing of system;
- Monitors disinfection equipment and regulates the feed rates to assure proper disinfection;
- Responds to, and addresses, customer inquiries or complaints regarding water quality.
Prepares and issues precautionary boil water notices, and subsequent rescissions, in accordance with state regulations;

Makes minor repairs to facilities equipment and assists in the repair of pumps, motors, and other equipment;

Maintains comprehensive field records and prepares sampling reports; assists superintendent with monthly operating reports;

Performs routine janitorial and ground duties;

Under direction of superintendent, this employee trains, instructs and provides guidance for lower ranking personnel;

SUPERVISORY RESPONSIBILITIES:
With superintendent's approval, may temporarily direct pump station operations in the absence of the superintendent.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or vocational school; must be able to read and write effectively in a technical environment; must have at least five years of experience in the operation of similar facilities; must be capable of effectively using MS Word and MS Excel software, and perform routine data entry; must have Class A Water Treatment Operator's certification issued by the State of Florida; must have knowledge of regulations, safety standards and occupational hazards associated with job. Must have a valid Florida driver's license.

LANGUAGE SKILLS:
Ability to learn the materials, methods and practices used in the operation and maintenance of the City's facilities; ability to communicate clearly and concisely in both oral and written form; must be able to read and write and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts, on-call 24 hours & weekends and holidays; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is in an environment with fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ____________________________ Date ____________
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Water Storage & Pump Station Operator B

PAY GRADE: 30

DIVISION: Water
DEPARTMENT: Utilities

LOCATION:

EMPLOYEE:

REPORTS TO: Water Storage & Pump Station Superintendent

PREPARED BY: Al Shortt
APPROVED BY: City Council

DATE: Revised 08/15/2015

SUMMARY:
This position is for the responsible technical work in the operation and upkeep of the equipment of Panama City Beach's Water Storage and Pump Station Facilities. Work is performed under the primary supervision and direction of the Water Storage & Pump Station Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Monitors controls, reads meters, gauges and dials and keeps logs of readings;
- Makes regular inspections of facilities and equipment to ascertain that they are in proper operation at all times;
- Collects samples throughout the distribution system for laboratory tests;
- With guidance monitors water quality in distribution system and performs routine flushing of system;
- With guidance monitors disinfection equipment and regulates the feed rates to assure proper disinfection;
- With guidance responds to, and addresses, customer inquiries or complaints regarding water quality.
With guidance prepares and issues precautionary boil water notices, and subsequent rescissions, in accordance with state regulations;

Makes minor repairs to facilities equipment and assists in the repair of pumps, motors, and other equipment;

Maintains comprehensive field records and prepares sampling reports; assists superintendent with monthly operating reports;

Performs routine janitorial and ground duties;

Under direction of superintendent, this employee trains, instructs and provides guidance for lower ranking personnel;

SUPERVISORY RESPONSIBILITIES:  
With superintendent's approval, may temporarily direct pump station operations in the absence of the superintendent and any class A operators.

QUALIFICATION REQUIREMENTS:  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:  
Must have graduated from standard high school or vocational school; must be able to read and write effectively in a technical environment; must have at least five years of experience in the operation of similar facilities; must be capable of using, or learning, MS Word and MS Excel software, and performing routine data entry; must have Class B Water Treatment Operator's certification issued by the State of Florida; must have knowledge of regulations, safety standards and occupational hazards associated with job. Must have a valid Florida driver's license.

LANGUAGE SKILLS:  
Ability to learn the materials, methods and practices used in the operation and maintenance of the City's facilities; ability to communicate clearly and concisely in both oral and written form; must be able to read and write and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:  
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts, on-call 24 hours & weekends and holidays; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is in an environment with fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Water Storage & Pump Station Operator C

PAY GRADE: 29

DIVISION: Water

LOCATION: Water

DEPARTMENT: Utilities

EMPLOYEE: Utilities

REPORTS TO: Water Storage & Pump Station Superintendent

PREPARED BY: Al Shortt

APPROVED BY: City Council

DATE: Revised 08/13/2015

SUMMARY:

This position is for the responsible technical work in the operation and upkeep of the equipment of Panama City Beach's Water Storage and Pump Station Facilities. Work is performed under the primary supervision and direction of the Water Storage & Pump Station Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Monitors controls, reads meters, gauges and dials and keeps logs of readings;
- Makes regular inspections of facilities and equipment to ascertain that they are in proper operation at all times;
- Collects samples throughout the distribution system for laboratory tests;
- With guidance monitors water quality in distribution system and performs routine flushing of system;
- With guidance monitors disinfection equipment and regulates the feed rates to assure proper disinfection;
- With guidance responds to, and addresses, customer inquiries or complaints regarding water quality.
With guidance prepares and issues precautionary boil water notices, and subsequent rescissions, in accordance with state regulations;

Makes minor repairs to facilities equipment and assists in the repair of pumps, motors, and other equipment;

Maintains comprehensive field records and prepares sampling reports; assists superintendent with monthly operating reports;

Performs routine janitorial and ground duties;

Under direction of superintendent, this employee trains, instructs and provides guidance for lower ranking personnel;

SUPERVISORY RESPONSIBILITIES:

With superintendent's approval, may temporarily direct pump station operations in the absence of the superintendent and any class A operators.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Must have graduated from standard high school or vocational school; must be able to read and write effectively in a technical environment; must have at least five years of experience in the operation of similar facilities; must be capable of using, or learning, MS Word and MS Excel software, and performing routine data entry; must have Class C Water Treatment Operator's certification issued by the State of Florida; must have knowledge of regulations, safety standards and occupational hazards associated with job. Must have a valid Florida driver's license.

LANGUAGE SKILLS:

Ability to learn the materials, methods and practices used in the operation and maintenance of the City's facilities; ability to communicate clearly and concisely in both oral and written form; must be able to read and write and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:

Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts, on-call 24 hours & weekends and holidays; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.
PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is in an environment with fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.
CITY OF PANAMA CITY BEACH
Job Description

JOB TITLE: Water Storage & Pump Station Operator Trainee

PAY GRADE: 
DIVISION: Water
DEPARTMENT: Utilities

LOCATION:
EMPLOYEE:
REPORTS TO: Water Storage & Pumping Station Superintendent

PREPARED BY: Al Shortt
APPROVED BY: City Council
DATE: Revised 08/13/2015

SUMMARY:
This position is for the responsible work in the operation and upkeep of the equipment of Panama City Beach's Water Storage and Pumping Station Facilities. Work is performed under the primary supervision and direction of the Water Storage & Pumping Station Superintendent, with secondary supervision and direction being under the Utilities Director.

This is an essential position that requires performance of emergency duties and action to prepare, repair, and recover the City before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or man-made).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. In addition to the special duties and responsibilities, other tasks may be assigned:

- Makes regular inspections of facilities and equipment to ascertain that they are in proper operation at all times;

- Collects samples throughout the distribution system for laboratory tests;

- Monitors water quality in distribution system and performs routine flushing of system;

- Monitors disinfection equipment and regulates the feed rates to assure proper disinfection;

- Starts and stops motors and assists in the repairs of pumps, motors, and other equipment;

- Reads meters, gauges and dials and keeps logs of readings;
Performs routine janitorial and ground duties;

SUPERVISORY RESPONSIBILITIES:
None

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
Must have graduated from standard high school or vocational school; must be able to read and write; should have some experience as a laborer in the operation of similar facilities, or similar experience in the maintenance of motors, pumps and related equipment; must be familiar with computers. In training for Class C Water Treatment Operator's Certificate issued by the State of Florida DEP.

LANGUAGE SKILLS:
Ability and will to learn the materials, methods and practices used in the operation and maintenance of the City's facilities; ability to understand and follow oral and/or written instructions; must be able to read and write and keep records and reports; must have good math skills.

OTHER REQUIREMENTS:
Must have sufficient physical strength to accomplish assigned tasks; must be willing to work 10 hours shifts; must be proficient with computers; must have mechanical ability; ability to work harmoniously with fellow workers and others.

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

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in wet, humid conditions and in high, precarious places, and frequently works near moving mechanical parts, in inclement weather, is exposed to fumes, airborne particles, and toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature ___________________________ Date ___________________________
REGULAR AGENDA
ITEM #13,

RECOMMENDATION
FOR RISK MGMT/CITY CLERK HIRE
MEMORANDUM

To: City Council
From: Mario Gisbert
Re: Risk Management/City Clerk position
Date: August 13, 2015

The City received 93 applications for this new position, and after review, the top four applicants were interviewed by myself and/or Ms. White. The ranking of those applicants are as follows:

Diane Fowler
Jennifer Davis
Angie Chapman
Emma Jean Ford

We found Ms. Diane Fowler to be the most qualified candidate for the position of Risk Management/City Clerk.
DIANE FOWLER
623-695-2608 | hrmdee@yahoo.com | 6500 N Lagoon, PCB, FL 32408

Human Resources Manager

More than 3 years of experience maintaining positive employee relations for organizations of up to 650 personnel through clear communication and consistent enforcement of policy and procedure. Knowledge of employment regulations include EEO, FMLA and ADA. Able to communicate effectively in all situations with flexible interpersonal skills developed through several years of new hire orientation and classroom training experience. Analytical ability to serve as an advisor in personnel policy and procedure development, staffing allocation, succession planning and disciplinary or counseling actions. Proficient in Microsoft Office. Core competencies:

- Fostering Relationships
- Staffing and Recruiting
- Succession Planning
- Retention Management

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</tbody>
</table>

EDUCATION

Master of Business Administration, Human Resources, Northcentral University, Prescott Valley, Arizona, 3.9 GPA
Bachelor of Science, Business with minor in Psychology, Excelsior College, Albany, New York, 4.0 GPA

PROFESSIONAL EXPERIENCE

Human Resource Manager - Lowe's Home Improvement 7/2014 to Present
Performs all aspects of Human Resource Management functions: payroll, workman's comp, employee relations, staffing and recruitment, new hire orientation, succession planning, benefits, compensation, and policy and procedure compliance in accordance with all state and federal laws and statutes.

Project Manager - DeTect-Inc 2/2014 to 4/2014
Install, train, and troubleshoot bird-aircraft strike avoidance radar systems for Air Force and Navy clients.


Human Resources Manager (First Sergeant) - United States Air Force 1/2007 to 6/2008
Oversaw all aspects of human resources management for 650+ personnel to include staffing and strategic personnel planning, employee relations and retention, performance evaluations, discipline, training and development, policy and procedure compliance as well as payroll and benefits administration. Counseled personnel and served as personnel advocate.

- Developed and communicated policy and procedural changes, directives and expectations to personnel and served as communication link with management. Conducted new employee orientations.
- Performed succession planning and created strategic staffing plans which balanced the team and matched personnel with appropriate positions. Counseled employees in career path or educational development.
- Investigated complaints such as OSHA, EEO, sexual harassment, discrimination and policy non-compliance. Consulted with legal department to ensure situations were properly handled and made recommendations to management regarding disciplinary or legal actions. Maintained strict confidentiality of information.

AGENDA ITEM #13
- Conducted formal and informal disciplinary actions – both verbal and written reprimands; maintained proper documentation of all actions for legal purposes. Created action plans to improve performance.
- Ensured timely completion of all performance evaluations. Audited and approved evaluations for accuracy, legality and professionalism; made recommendations to management for any changes or improvements.
- Administered benefits programs including medical, dental, vision and life insurance, retirement packages, educational benefits, tuition reimbursement, vacation, leave of absence and relocation expenses. Coordinated with finance to resolve payroll issues.
- Implemented team-building and morale programs to ensure successful retention rate. Developed education programs to proactively prevent personnel issues. Coordinated climate assessments and analyzed results.

Training Manager / Planning Manager – United States Air Force 5/2003 to 1/2007
Developed and implemented training guides, instructional checklists, classroom-based programs, simulator or hands-on scenarios and CBT programs in order to inform and qualify specialized personnel in policy and technical procedure. Managed initial qualification training (IQT) and ongoing development and upgrade training.
- Oversaw review of 960 instructional hours and 120+ technical lessons including syllabi reviews, submission of training requirements, courseware development and maintenance of instructional materials for 3 courses. Identified errors and revised the instructional design and content which reduced test failures by 50%.
- Evaluated materials for accuracy, quality and effectiveness of design. Recommended and coordinated changes, improvements or upgrades to content or materials. Evaluated instructor and student performance annually.
- Played a critical role in the redesign of core competency training and reduction of training hour requirements by as much as 60% without sacrificing training quality.
- Personally facilitated courses as a Certified Instructor and Trainer. Recognized as the top instructor out of 38 trainers due to interactive and engaging training style.
- Commanded for ability to create a training environment adaptive to different adult learning styles that ensured comprehensive and detailed technical information was presented in a manner that guaranteed students' success.
- Maintained libraries of training materials, publications and reference materials. Evaluated new instructional technologies and made recommendations for adoption as appropriate. Organized and streamlined library of training plans from 22 to 8 books.

New Hire Program Manager (First Term Airman Center) – United States Air Force 8/2002 to 5/2003
Hand-selected to supervise the transitional training and orientation program for approximately 450 new personnel arriving at Aviano Air Base, Italy, Camp Darby, Italy and Moron Air Base, Spain. Served as the communications liaison between supervision and personnel to provide all 450+ personnel with progress reports.
- Developed and implemented curriculum and lesson plans consistent with USAF standards. Facilitated technical and personal growth courses.
- Ensured new personnel were aware of all training requirements and resources available to assist them with their transitional needs. Assessed training needs using surveys, interviews, testing and assessments.
- Expanded new hire training to contain conflict management and performance evaluation improvements.
- Developed progressive discipline policy and recruitment guidelines for team leader positions to standardize operations and improve efficiency.
- Reduced program by 50% without sacrificing quality of training standards. Reduced personnel in-processing time by 80% which led to a 40-hour time savings each month.
- Resolved a chronic accountability and underage drinking problem. Coordinated with other base agencies to design a comprehensive survey that identified issues with supervisory and sponsorship programs. Recommended and implemented program improvements that led to a reduction in alcohol-related incidents by 20%.
- Managed $17K operations budget. Tracked, monitored and approved all expenditures.

TRAINING
14.0 HRCl/3.0 CEU credits including Compensation, Employee Selection, EEO, Performance Management, and Talent Management and Career Development
Global Communication • Resolving Conflict • Team Diversity • Assessing Performance • Customer Relations
WORK HISTORY

Lowes - Human Resource Manager
11751 Panama City Beach PKWY, Panama City Beach, FL 32408
Supervisor: Roy Gilley 334-673-9157
07/03/2014 to 03/09/2015
Reason for Leaving: Seeking a better fit
Start Pay: $50,000.00 per year plus bonus
End Pay: $50,000.00 per year plus bonus
Contact: Please contact me first

DeTect-Inc – Project Manager
1022 West 23rd Street, Suite 620, Panama City, FL 32401
Supervisor: Doug McElwain 850-763-7200
02/15/2014 to 05/05/2014
Reason for Leaving: Safety related/position required climbing high towers. I get vertigo with heights.
Start Pay: $60,000.00 per year
End Pay: $60,000.00 per year
Contact: yes

Department of Homeland Security - Equipment Specialist/Trainer
10720 Richmond Hwy STE A, Lorton, VA 20598
Supervisor: Patrick Hines 571-468-3510
06/11 to 02/14
Reason for Leaving: Relocation to Florida
Start Pay: $72,000.00 per year
End Pay: $74,000.00 per year
Contact: yes

Chenega Technology Services Corporation – Trainer
10720 Richmond Hwy STE A, Lorton, VA 20598
Supervisor: Patricia Hayes – unknown/no longer employed
07/08 to 06/11
Reason for Leaving: Position converted to Government position
Start Pay: $63,000.00 per year
End Pay: $65,000.00 per year
Contact: yes

United States Air Force – Multiple Management Positions/Locations
Luke AFB, Glendale, AZ
04/86 to 06/08
Reason for Leaving: Retired
End Pay: $55,000.00 per year
Contact: unknown
HUMAN RESOURCE MANAGEMENT FUNCTIONS PERFORMED

Employee
- Recruiting, interviewing, hiring, retention, records management, employee performance and pay reviews, awards and recognition, succession planning, conflict resolution/mediation, and discipline administration as required.

Training:
- New hire orientation and OJT management
- Payroll/Kronos
- Benefits administration
- Workman's Compensation
- FMLA (Family Medical Leave Act) administration
- ADA administration
- EEO policy adherence
- OSHA and Safety Compliance
- Job analysis
- Driver Credentialing and record compliance (e-driver)/DOT records reviews
- Drug testing
- Background Checks
PROFESSIONAL ACCOMPLISHMENTS

1986-1988 Assigned to Okinawa, Japan working on the TPS-43 Mobile Radar System
- First two months without a clearance, assigned to administration section. Without
  knowing the programs or systems, was credited with clearing a huge backlog of
  reports and other work.
- Assigned to the training section in a position generally three grades higher.
- Received Command recognition for efforts resulting in 100% on-time, accurate
  Higher Head-quarters training reports.

1988-1991 Assigned to Bangor, Maine on the Over the Horizon Backscatter Radar System
- Qualified in 65% of time allowed. Knowledge of system performance led to hand
  selection to participate in a small team in cooperation with General Electric
  contractors to isolate, identify, and resolve automatic tracking problems during
  testing phase of system.
- Recognized as responsible for preparing flight individuals for positional evaluations
  leading to the flight holding the highest squadron average and graduation rate.
- Hand-picked by the training NCO to build new training aids and tracking program
  for the new system.
- Completed first course of military leadership training with a 98% average.

1991-1992 Assigned to Homestead AFB, Florida working on the TSQ-91 Radar system
- Received and exceptionally qualified rating on initial qualification evaluation with a
  perfect 100% academic score.
- Assigned as Vehicle NCO for 15 vehicles and tows; recognized by command for
  achieving first ever 100% inspection and maintenance records accountability for 6
  months straight.
- Commended for personal attention and efforts during hurricane Andrew evacuation;
  equipment secured or moved to safety in minimal time.

1992-1994 Assigned to Tyndall AFB, Florida working on the Modular Control Equipment
  (MCE) System
- Qualified as a Weapons Simulation Technician in 75% of allotted time.
- Assigned to the Air Surveillance Officer Course. (only enlisted member of 3 person
  team)
  - Developed comprehensive 21 page training document covering TPS-75 Radar
    and Command and Control Warfare terminology; incorporated into training
    curriculum.
  - Assisted with rewrite of 250 pages of course curriculum.
- Appointed to largest block of MCE training; revised 600 pages of course curriculum
  encompassing 120 hours of training.
- Led a ten member quality improvement team; resolved 12 squadron initiatives.
- Overhauled the simulation training program increasing training efficiency by 50%.

1994-1996 Assigned to Rockville, Iceland working on the ROC/SOC Surveillance system
- Received Operation’s Training Achievement Award; qualified as a tracking
  technician in 23 of 120 days; dual qualified as an identification technician in 60% of
  time allowed.
• Completed ACC Quality Team Coaches and Quality Team Leaders Courses; asked to serve on Base team.
• Appointed as the NCO in charge of Weapons Training Section.
• Qualified as instructor in three of the four positions held. (one of three to ever hold that many qualifications and hold instructor qualifications as well; accomplished in one year!)
• Personally responsible for training 70% of the squadron’s weapons trainees.
• Developed training packages for four positions for training and transition to the new Iceland Air Defense System move.

1996-1999 Assigned to Tyndall AFB Wing Scheduling Office
• Not primary career field.
• Recognized for providing the best interface to date between ATC agencies, flying squadrons, tanker squadrons, and ground control squadrons due to attention to detail and early detection of problematic trends.
• Redesigned scheduling products; revised outdated systems and incorporated into Microsoft Office products for use throughout wing.
• Completed next phase of military leadership training with academic honors.
• Helped to bring on-line the Tactical Aircrew Scheduling and Management System; recognized throughout wing as system expert and frequently sought out to provide answers and trouble shooting expertise.
• Received National Certification as an Emergency Medical Technician

1999-2000 Assigned to Keflavik Naval Air Station working on the Iceland Air Defense System
• Qualified as Mission Crew Commander Technician in 50% of time allowed with a 99% academic average; appointed primary positional trainer.
• Assisted training shop in overhaul of antiquated training syllabus/checklists; replaced all outdated information with current regulation and training materials.
• Identified mistakes in positional test database; complete revision of 200 question test
• Certified as a base Self-aid buddy care and CPR instructor; personally certified 70+

2000-2002 Assigned to Aviano AB, Italy working with MCE.
• Assigned as Current Operations Manager; stepped-in with 95% Manning deficiency due to deployment and no training, coordinated upgrade training support, accomplished all office inspections, and reorganized office personnel into current, mid, and long-range schedulers increasing efficiency
• Assigned as deployed medical response team; trained under the Army and received second national EMT certification

2002-2003 Assigned as the First Term Airman Center Director
• Selected above six others with higher rank
• Designed an automated administration file; sliced student processing time by 80% and saved 40 hours a month in administrative functions
• Maintained two real-world qualifications while running the program
• Resolved chronic accountability and underage drinking problem; worked with other base agencies; designed a comprehensive survey identifying problem with supervisory and sponsorship programs; 20% reduction in alcohol related incidents

2003-2004 Assigned to Operations, Plans, and Exercise Shop
• Personally developed sole computerized simulation training exercise for NATO exercise
• Developed a four stage simulation training program for exercise drivers; adopted by training shop for up-grade training program
• Qualified as Air Surveillance Technician in 11 days
• Deployed to Iraq as section leader in four days notice; developed plan to provide additional qualification training program in deployed environment to increase efficiency with minimal manning

• Assigned to the largest, toughest block of academic instruction; team recognized for reducing academic eliminations from eight to zero in eight short months
• Positional qualified 105 days ahead of training schedule
• Recognized as top instructor of 38
• Top graduate of ACC Instructor Course; proficiency advanced through 60% instructor positional training
• One of three frequently sought after to validate other training programs for CAF wide use

2007-2008 Luke AFB First Sergeant (Civilian HR equivalent)
• Recognized in first two weeks/received acclimations and recommendation into program due to outstanding grasp/performance/achievements
• Received SNCO of the year award for performance

2008-2014 Department of Homeland Security/Customs and Border Protection
• Excellent performance evaluations
• First year: 6 instructor certifications (twice as many as half my peers working years longer than me.
• Cash awards/bonuses annually
• Outstanding student evaluations

2014- Project Manager
• Received two week severance even after working less than 90 days.

2014-2015 Human Resource Manager
• Quarterly and annual performance based cash bonus approximately $8,000.00 total
EDUCATIONAL ACHIEVEMENTS

- Only one of 60+ Community College of the Air Force graduates to receive the AF Eagle Grant for academic achievement
- Deans list every semester
- Inducted into Phi Theta Cappa National Honor Society
- Completed 150 semester hours toward Bachelors Degree with Suma Cum Latta honors
- Awarded B.F. Kelly Scholarship for academic achievement
- Accepted in Masters Degree program without finishing Bachelors degree
JENNIFER L. DAVIS
Secret clearance

92 Sandalwood Court
Panama City Beach, Florida 32413
Day/Evening Telephone: 937-308-4422
Email: jen_davis3@mac.com

QUALIFICATIONS SUMMARY:

More than 20 years of experience managing personnel matters including action requests, source
documents, master personnel records, and command support staff records. Advisor to officers and
enlisted military personnel on Human Resources issues and programs. Experience with automated
systems, personal computer and military software used for personnel functions. 15 years of supervisory
experience in military and private-sector environments. Strong oral and written communication skills.
Dependable and strong work ethic. Flexible and versatile -- able to maintain a sense of humor
under pressure. Excellent team-building skills, as well as team member!

SKILLS SUMMARY

- Project and Process Management
- Report Preparation
- Oral and Written Correspondence
- General Office Skills
- Office management
- Relationship management
- Customer Service
- Scheduling
- Multitasking
- Problem solver
- Support Team
- Work Independently

PROFESSIONAL EXPERIENCE

Human Resource Manager, United States Air Force Reserve - Air Reserve Technician
Full-Time Support
Wright Patterson AFB Ohio & Tyndall AFB Florida
July 2008 – May 2015

- Developed, supervise and manage Air Force Reserve retention programs for the base.
  o Gathered data and risk factors to determine causes of high turnover rates in divisions;
briefer leadership - developed guidance for a better working environment - 98%
manning.
- Conducts interviews and counseling sessions to determine factors that influence career
decisions within the organization.
- Managed personnel activities including action requests, source documents, unit and master
personnel records, and command support staff tasks.
- Examine file records for compliance with policies and directives; report discrepancies and
recommends corrective procedures
- Managed and processed enlisted and officer performance appraisals/reports.
- Prepared and processed various correspondence, forms, and personnel transactions.
• Used a variety of guidelines and references to include Federal Regulations, Qualification Standards and Operating Manuals on a daily basis.
• Evaluated civilian deployment applications, resumes and supporting documents for deployment positions; matching skill sets with required open positions.
• Retrieved data for reports to create graphs and charts for presentations for high level commanders and staff.
• Assisted in developing and formatting reports to identify and solve problems existing in methods or procedures within the AF Material Command (AFMC) Readiness reporting.
• Developed and maintained AFMC Personnel Readiness SharePoint site – used throughout the command.
• Advisor to officers and enlisted military personnel on Human Resources issues and programs.
• Managed all aspects of day-to-day office operations in high level executive office.

United States Air Force Reserve
Part-time Support May 1990 – Present
Personnel Technician/Group Career Advisor

• Advised officers and enlisted military personnel on Human Resources issues and programs.
• Process promotion requests, monitors performance reports
• Administer ID Cards.
• Hold monthly briefings to all incoming personnel.
• Brief members on entitlements, incentives, retirements, and promotions.
• Member Senior NCO Top Three committee – Tyndall AFB

EDUCATION

• Columbia Southern University – Bachelors in Business Administration – Expected Graduation 2016
• Clark State Community College – Some College coursework completed – 60 Qtr Hours

COMPUTER SKILLS

• Microsoft Word
• Microsoft Excel
• Microsoft PowerPoint
• Microsoft Outlook
• Microsoft SharePoint
• Apple Mac Operating system

OTHER JOB RELATED EXPERIENCE

• Controlled various aspects of personal finance; managed and tracked revenues, allotted funds and expenses for a small business, budgeting.
JOB-RELATED TRAINING COURSES:

AF Security Manager Training – November 2014
Senior NCO Academy - October 2011
Senior NCO Leadership Development Course - June 2009
NCO Academy - July 2008
NCO Leadership Course - Feb 2006
3S071 Personnel Technician Course - 1998
Airmen Leadership School - 1997

JOB-RELATED HONORS:

Meritorious Service Medal
Air Force Commendation Medal
Meritorious Unit Award
Air Force Outstanding Unit Award
Air Force Good Conduct Medal
Air Reserve Forces Meritorious Service Medal
National Defense Service Medal
Global War on Terrorism Service Medal
Air Force Longevity Service with 1 Device
Armed Forces Reserve Medal with 3 M Device
Angie L. Chapman
ACHAP1963@yahoo.com
850-630-7111

OBJECTIVE
To bring your organization enthusiasm, dedication, responsibility, and exceptional work ethic, combined with a
desire to utilize my skills obtained through experience in the following areas: Human Resources, Business and
Records Management, Insurance Compliance and Auditing, as well as Administration Support.

KEY STRENGTHS

<table>
<thead>
<tr>
<th>20+ Years: Human Resource Management/Business Administration</th>
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<tbody>
<tr>
<td>Reliable &amp; Professional</td>
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<tr>
<td>Intelligent &amp; Detail Oriented</td>
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<tr>
<td>Career Oriented &amp; Mature</td>
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PERFORMED SKILLS:

Human Resources

- Recruited, selected, oriented, counseled and disciplined employees; planned, monitored, and appraised job
  performance and reported results. Collaborated with Supervisors and Department Heads and maintained
  employee performance evaluations through conducting periodic & scheduled department surveys; monitoring
  of individual performance, recommending, planning, and implementing pay structure revisions, promotions and raises.
- Developed and Maintained employee benefits programs and informed employees of benefits by studying
  and assessing benefit needs and trends; recommended benefit programs to management; executed the
  processing of Benefit and Workers Compensation claims; obtained and evaluated employee benefit
  packages and contracts; designed and conducted educational/safety programs to assist in Workers
  Compensation Cost/Budget reduction
- Maintained management guidelines by preparing, updating, and recommending human resource policies
  and procedures; created historical human resource records by designing a filing and retrieval system
  keeping past and current records accessible
- Managed Worktime and Leave Time Schedules via evaluation of eligibility and accrued time, scheduling,
  oversite and execution of leave request protocols and documentation with predetermined eligibility and
  job coverage placement during time of leave. Coordinated with Department Heads and Supervisors to
  insure leave time is approved and all areas of employee’s job are covered during absence.
- Ensured legal compliance of OSHA & DEO guidelines by monitoring and implementing applicable
  human resource federal, state and municipal requirements; conducted investigations; maintained records;
  represented the organization at hearings, board meetings and assessed employee for dismissals and
  disciplinary actions.
- E-verified employees for eligibility to work, Collect applicable data and licensing records; Executed
  Payroll, RT-6 (State Unemployment Quarterly Reports) and Employer Form 940 Reports (Federal
  Unemployment Annual Report.
- Maintain complete and accurate records on organization/company vehicles and equipment, distribution
  and the qualifications of employees given access or assignment to such.
EMPLOYMENT HISTORY

2013-Current  
Glasstream, Inc & Glasstream Powerboats LLC  
Panama City Florida, 32405  
Direct Supv.: Kruis Retherford, Pres.  
850.873.6205  
Position: Comptroller & HR Director  
Reason for Leaving: Seeking Health/Retirement Benefits

Created and Maintained Employee Handbook, Company Employee Forms and Templates, Setup and Maintenance of Internal Control Systems for Human Resource and DEO Compliance, including but not limited to, Safety Manuals, Testing and Discipline Protocols. Audit Employee Duties and Job Title Requirements, Expectations and Performance. Workers Compensation Claims and Reporting. Budget Management and Assessment Reporting of Payroll Budget. Develop and maintain Records for Tax and Insurances Vendors, Customers, Utilities, Employee and Tax Liabilities (Such as Court Orders). Audited and reported for any and all needed Data and Record Applications, Creditors, or Insurances to Term; such as but not limited to, Workers Compensation Reporting, Claims and Administration as well as Year End Reporting (Form 300A). Record and Print Weekly Payroll for 60 employees; EFTPS Employment Tax Deposits, Report, Record and Pay all 941 Taxes for Employees, additional liabilities Futa, Suta, Child Support, both Quarterly and Annual Returns.

2010-2013  
Brown Greer Law Firm  
CAC: Panama City Florida  
Manager; Phillip Kessler  
305-587-1960  
Position: Team Lead; Reviewer (Analyst)  
Reason for Leaving: Job was Temporary

Maintain and Supervise employees work schedules with a daily work ledger. Oversee and provide training support for employee's system/job functions such as document files organization, data collection, evaluation and proper execution of processing applicable financial data for client revenues and expenses in accordance with court provisions and protocols. Evaluate employee skills, performance and recommend raises, changes, disciplines and awards. Analyze, process and submit data for review and final approval processes.

2008-2010  
Municipal Administration Offices, City of Port St. Joe  
Supervisor: Jim Anderson  
850-229-8261  
Position: Utility Billing and Properties  
Reason for Leaving: Budget Cut Position as of Oct. 01, 2010 [Signed Commission Letter Available]

2005-2007
Bainbridge College
Pursuant Bachelor Degree: Biology/Minor in Accounting
3.80 GPA

2000-2006
Byrd Incorporated
Supervisor: William D. Byrd
850-249-1503 / 850-774-4134
Position: Recourse & Finance Mgr.
Reason for Leaving: Pursue Degree

Collection and Maintenance of Employee data, evaluation, hiring, disciplines and schedules. DEO Claims
Hearing prep and representation of employer during claims processing. Workers Compensation Form 300
Logs, Such as 300I, 300A (Annual Report) and Prep for Annual Renewal and Audit. Claim Reconciliation;
billing and coordination of claims assessment and settlement. Banking & Finance Transactions, Balance
Invoices to Ledger and processed receivable billing; Accounting data input and control systems for
Receivables and Payables.; Profit/Loss spread sheets monthly, with reconciliations, Billing and Invoicing,
Manage assignment and documentation for Legal Recovery regarding receivables. Charted all accounts
for tax schedule, logistics for office products & services. Collections and legal filings.

1998-2000
AIG Enterprises Inc.
Supervisor: J.K. Greene
Phone number -Unknown/Suspended
Position: Office Mgr
Reason for Leaving: Company Dissolved

Evaluated and hired Administration and Sales personnel. Created and distributed Pay Rates, Work
Schedules, Duties, Expectations, Awards and Disciplines. Billed for Payroll and Commissions. Contracted
and oversaw collections & financials. Performed legal filings and maintained evidentiary materials needed
for collections. Trained personnel for accounting department; managed the budget for payroll and
expenses. Oversaw business accounting, billing, receivable, payables transactions; scheduled
customer/client appointments; P/L Accounting and data control with reconciliations; Payables and
Receivables, Developed and assessed software/hardware for updates and maintenance; maintained charts
and files for customers/clients; managed logistics products and services. Maintained customer/client
services and sales

1994-1998
Jennings Development
Supervisor: Dean K. Jennings
404-484-1741
Position: Office Mgr
Reason for Leaving: Job Relocated 7 Hours Away

Hiring of skilled labor and permanent employees, Payroll and Payroll Taxing and Tax Reporting, HR
Benefits Administration, Performance Evaluations and Discipline Processes, Compensation and Wage
Structure, , Classifying Employees, Managed Crew Teams and Schedules in accordance with Contracted
Timeline Residential and Commercial Property with Receivables/Payables accounting, as well as
executed any Legal filing/evidentiary materials needed for court. Purchased systems applications and
managed data entry. Evaluation and execution of draw payments/schedules with reconciliation. Filing and
records controls.Outlined and executed marketing and public relations advertising. Provided
monthly/yearly/annual P/L statement for CEO. Payroll/Payables and taxing.
Emma Jean Ford

7116 Maxwell Court, Panama City, FL 32404, Home 850-874-1505, Cell 850-896-7587, jean.ford11@aol.com

OBJECTIVE

Seeking a Human Resources Manager/ Director or administrative position where I can utilize my extensive training and background experience for the overall success of the company.

SUMMARY OF QUALIFICATIONS

Organized and creative professional with vast Human Resources experience. Manage a full spectrum of programs, services and functions to include staffing, recruitment, employee relations, benefit plans, and training/development in unionized, non-unionized environments and in Equal Employment Opportunity.

CORE COMPETENCIES

- HR Policies, Principles & Procedures
- Staff Recruitment
- Employee Coaching and Counseling
- Legal Issues & Compliance – ADA, EEO, FMLA, Worker’s Compensation, FLSA, and union negotiations
- Confidential Record Keeping
- Disciplinary Actions
- Negotiation Skills/Conflict Resolution
- Excellent Written & Verbal Communications
- Ulti-Pro HRIS/ACHA Background
- Microsoft Office, LAWSON HR Software

PROFESSIONAL PROFILE

Human Resources/Administration, Yulista Aviation, Panama City Beach, FL 04/2015 – Present

- Submit and track overhead purchase requisition
- Maintain key control for PCB facilities
- Set up new hire orientation and attend local job fairs as company representative
- Brief new hires on company benefits
- Act as liaison for PCB location with corporate in Huntsville
- Safeguard all confidential files and information
- Responsible for fingerprinting all new hires, for sending to the corporate office
- Act as the Safety Rep in the absence of the Safety Manager

Human Resources Director, Serenity Healthcare, Port St Joe, FL 03/2014 – 12/2014

Implement human resources systems to include staff recruitment, retention, benefits, administration, stakeholder communication programs, conflict resolution, training and compliance with applicable State and Federal laws. Mentor department directors on human resource related issues and programs

- Identify and participate in process improvements initiatives that enhance workflow
- Manage data entry and maintenance of all employment information in the HRIS
- Identify and participate in process improvement initiatives that improve the customer experience, enhanced workflow, and/or improve the work environment.
- Conduct appropriate background investigations, i.e., reference checks, and certification/licensure checks
- Ensure regulatory compliance, Human Resources Policies, Drug Free Work Place Program, and the HR Policies and Procedures are followed
Chugach Support Services, Inc. (CSSI), Tyndall Air Force Base, Panama City, FL 10/2002 – 11/2012

Human Resources Manager

- Oversaw all administrative support functions to include day-to-day Human Resources/EEO operations.
- Implemented and supported policies and procedures affecting the following areas: Recruiting, Compensation and Benefits, Risk Management, and Training.
- Conducted investigations and resolved conflicts.
- Ensured compliance with Federal, State, and local employment laws to protect company.
- Performed accurate data entry into Lawson computer system.
- Maintained high level of confidentiality regarding employees and company proprietary information.
- Worked closely with management staff to hire qualified employees for workforce through recruiting.
- Proven ability to prioritize, organize, and meet deadlines.
- Trained employees on various issues to include FML, harassment, ethics and violence in the workplace.
- Conducted benefit briefings and kept employees abreast of pertinent 401K information.
- Handled all aspect of uniforms for company employees.
- Served as Security Manager; enforced security policies and procedures to maintain a safe environment for customers and employees.


Executive Office Manager/Human Resources & EEO Manager/Security Manager

- Responsible for recruitment and retention, selection, hiring, training, corrective action and termination
- Responsible for all office administrative functions
- Supervised two assistants
- Conduct background investigations and administered drug testing
- Responsible for security management, updating security information, conducting security safety, investigating accidents

EDUCATION

Bachelor of Science with Honors in Business Management, Park University, Parkville, MO – 09/1992
Associate of Arts, Organization Behavior, Park University, Parkville, MO – 08/1996

Member of: Human Resources Management Association of Bay County, Inc.
Society of Human Resources Management (SHRM)
Holds a Secret Clearance

ADDITIONAL INFORMATION

- Strong communication skills, both verbal and written
- Dedicated to community involvement including: March of Dime, Humane Society, Feed the Hungry at my local church and Relay for Life