

**TABLE OF CONTENTS - R CLASSIFICATIONS**

**Revised 2/03**

**RADIO SYSTEMS MANAGER ..... 2**  
**RADIO SYSTEMS TECHNICAL COORDINATOR..... 4**  
**RECORDS MANAGER..... 5**  
**RECREATION AIDE ..... 8**  
**RECREATION LEADER..... 10**  
**RECREATION SUPERINTENDENT..... 12**  
**RECREATION SUPERVISOR..... 14**  
**RECYCLING COORDINATOR ..... 16**  
**REGIONAL LIBRARIAN..... 18**  
**REGISTERED LAND SURVEYOR..... 21**  
**RESERVE OFFICER..... 23**  
**REVENUE DIRECTOR ..... 26**  
**REVENUE OFFICE MANAGER..... 28**  
**REVENUE OPERATIONS MANAGER..... 30**  
**REVENUE SPECIALIST ..... 32**  
**RIGHT OF WAY SPECIALIST ..... 34**  
**RISK MANAGER..... 37**  
**ROAD AND BRIDGE DIRECTOR..... 39**  
**ROAD AND BRIDGE SERVICES SUPERVISOR..... 41**

## **RADIO SYSTEMS MANAGER**

### CODES/PAY RANGE

Class Code: 3125

EEO Code: A

Pay Range: 218

### MAJOR FUNCTION

Professional, technical, administrative work developing, analyzing and enhancing the county's radio communication system. This includes the 800 MHZ system consisting of the microwave system, the microwave alarm system, the system transmitter and receiver sites; the trunked system controller, simulcast electronics and system management equipment.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Responsible for radio programming and reprogramming.

Maintains system software and database.

Creates routine and special system reports. Creates system user billing and accounting reports.

Investigates any system misuse.

Determines need for and immediacy of equipment repairs.

Evaluates system failures and methods of resolution.

Monitors daily activity of the system via the trunked system management equipment.

Establishes systems capability and prioritizes uses.

Investigates complaints and problems and determines best method to resolve same.

Schedules all routine maintenance of system.

Performs related work as required.

**(Radio Systems Manager continued)**

## KNOWLEDGE, SKILLS & ABILITIES

Knowledge of 800 MHZ radio communication system. Knowledge of the computer software associated with this system.

Ability to diagnose system failures. Ability to update computer programs and databases. Ability to coordinate services with all user agencies. Ability to train technical staff on the system. Ability to communicate effectively both orally and in writing.

## MINIMUM QUALIFICATIONS

Bachelor's degree in electrical engineering or closely related field, and two (2) years experience in radio communications, preferably on an 800 MHZ system.

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

## ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see (visual acuity and close vision), talk; manual and finger dexterity.

Mental Demands: Ability to perform advanced mathematical functions. Ability to read and comprehend technical and professional journals, manuals, procedures; financial reports, abstracts, summaries. Ability to write reports, summaries, memos, financial reports, letters. Ability to speak publicly and extemporaneously; conversant in procedures and theories or discipline. Ability to analyze data and develop conclusions. Ability to resolve problems.

Environmental Demands: Inside work.

Revised 10/94

## **RADIO SYSTEMS TECHNICAL COORDINATOR**

### CODES/PAY RANGE

Class Code: 3115    EEO Code: B    FLSA: E    Pay Range: 214

### MAJOR FUNCTION

Professional, technical work developing, analyzing and enhancing the county's radio communications system including the 800 MHZ system consisting of the microwave system, the microwave alarm system, the system transmitter and receiver sites; the trunk system controller, simulcast and system management equipment.

### ILLUSTRATIVE DUTIES

(NOTE: 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 of the position.)

Responsible for radio system maintenance program. First point of contact in the event of system failure.

Responsible for network maintenance of the mobile data terminal system to include upgrades to network management using multi-language protocols associated with packet switching serving mainframe and PC based networks within different agencies throughout the county.

Programs and re-programs user equipment and updates the database with each change.

Coordinates work of contract maintenance personnel to ensure their work is completed in a timely manner in accordance with contractual guidelines.

Provides routine and special system reports at the request of the Radio Systems Manager.

Reports any suspected system misuse to the Radio Systems Manager.

Identifies the nature of equipment failure and determines if repair can be accomplished in-house or if support maintenance is required.

Performs daily maintenance checks of the system through the use of the system manager and associated test equipment to ensure optimum network performance.

Maintains station log for each site that provides a history of all maintenance actions. Maintains and accounts for spare parts inventory.

**(Radio Systems Technical Coordinator continued)**

Ensures test equipment is functional and is calibrated when required.

Performs all routine maintenance of system.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the 800 MHZ radio communications system, interfaces to conventional systems and FCC/FAA requirements.

Ability to use computer systems associated with 800 MHZ systems. Ability to diagnose system failures and determine level of repair required. Ability to use computer interfaces to program equipment and update databases. Ability to troubleshoot and repair mobile data communications consisting of: local area networks, wide area networks, mobile terminals and data switching equipment, hardware and software. Ability to coordinate services with all user agencies and contract personnel. Ability to train user personnel and technical staff on the system. Ability to communicate effectively, orally and in writing.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Engineering, Computer Science or related field with emphasis in computer networking and radio communications and one year experience in radio frequency maintenance, trunked and conventional radio technology. Ericsson EDACS master technician certification highly desirable.

A comparable amount of education, training and experience may be substituted for the minimum qualifications.

### ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional journals, abstracts, instructions, and manuals; financial documents, letters, memos; legal documents and standards. Ability to perform general mathematical functions. Ability to write reports, instructions, and procedures relaying information, data and details to layman. Ability to speak clearly and concisely; conversant in theory and practices of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Physical Demands: Sedentary work. Ability to see, hear, talk; climb, pull, push, reach, handle; finger dexterity.

Environmental Demands: Both inside and outside work.

Revised 11/97  
Replaces 10/94

## **RECORDS MANAGER**

CODES/PAY RANGE

Class Code: 1633      EEO Code: B      FLSA: E Pay Range: 210

MAJOR FUNCTION

Responsible work planning, organizing, directing, and coordinating an ongoing program of records and information management for the county government.

ILLUSTRATIVE DUTIES

(NOTE: 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.)

Provides interpretation and implementation of Florida statutes and rules on public records and records management.

Develops a records classification system to serve as the basis for a county-wide integrated computerized information management and retrieval program.

Evaluates technology and recommendation for expenditures.

Coordinates microfilming services.

Provides instruction to staff as to retention requirements and acceptable modes of destruction.

Performs special projects as directed.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Florida Public Records Laws and Public Records Management program. Knowledge of computer technology used for record storage and retrieval. Knowledge of office copier technology.

Ability to work independently. Ability to communicate effectively, orally and in writing.

**(Records Manager continued)**

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and five (5) years of responsible records management or related experience.

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

### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see.

Environmental Demands: Inside work. Exposure to chemicals, dust, confined spaces, and poor ventilation.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, instructions, reports, letters, and summaries. Ability to write evaluations, summaries, letters, procedures, and policies. Ability to perform general mathematical functions. Ability to speak clearly and concisely; conversant in policies, techniques and procedures of discipline.

Revised 10/94

## RECREATION AIDE

### CODE/PAY RANGE

Class Code: 2903

EEO CODE: G

Pay Range: 108

### MAJOR FUNCTION

Under general supervision, performs entry level work conducting and supervising games and other group activities for Parks & Recreation.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Assist in conducting recreational activities and preparation of facilities.

Assist in enforcing rules and regulations.

Assist in collecting fees and taking registrations for recreational programs and facility rentals.

Assist in light maintenance of facilities and recreational areas.

May referee at various sports activities. May provide services as timekeeper, scorekeeper or linesman at games.

May supervise children involved in after-school, summer or other recreational programs.

Handle inquiries and complaints from public.

Performs related work as required.

### KNOWLEDGE, SKILLS, & ABILITIES

Ability to establish and maintain effective, courteous relationship with children, parents, and co-workers.

Ability to communicate effectively orally and in writing. Ability to tactfully enforce rules and regulations.

Knowledge of recreational field. Knowledge of activity rules and regulations.

**(Recreation Aide – cont.)**

Ability to work flexible hours.

#### MINIMUM QUALIFICATIONS

No experience or formal training required.

May be subject to a background check depending on assignment.

#### ADA REQUIREMENTS

Physical Demands: Use of fingers, hands, good vision, depth perception, hearing, walking, standing, kneeling, bending, balancing and stooping. Occasional: Lifting and carrying up to 50 pounds, reaching above shoulder.

Environmental Demands: Inside and outside work. Exposure to inclement weather (heat, humidity, cold, rain), dust.

Mental Demands: Ability to read and comprehend technical and professional manuals, procedures, instructions, memos, and letters. Ability to write compound sentences relating information, data, details to layman. Ability to perform basic mathematical functions. Ability to speak clearly and concisely; conversant in practices and procedures of discipline.

June 2001

## RECREATION LEADER

### CODES/PAY RANGE

Class Code: 2905

EEO Code: E

Pay Range: 110

### MAJOR FUNCTION

Advanced work in the organizing and conducting of recreational activities within a major recreation program at designated sites.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Organizes, directs, and promotes recreation programs and activities including sports, tennis, dancing, informal group activities. Consults with individuals in specific age groups to determine how the programs may be adapted to their needs and interests.

Assists in or organizes tournaments and special events adapted to community and special needs. Insures the administration of safety precautions, and administers first aid as required.

Directs recreational programs and activities for varying ages and interests at a recreation playground or center. Maintains recreation equipment and facilities. Plans special events taking into account financial resources of participants, transportation problems, and the extent of interest the event will hold to certain age levels. Assists in or conducts special activities such as arts and crafts, tumbling, swimming, etc.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern principles and practices of recreation and physical education. Knowledge of public relations techniques.

Ability to present recreation programs and direct activities effectively. Ability to maintain effective working relationships with associates, subordinates, and the public. Possession of leadership ability.

**(Recreation Leader continued)**

## MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years of experience in recreation programs.

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

## ADA REQUIREMENTS

Physical Demands: Sedentary to light work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside and outside work. Exposure to inclement weather (heat, humidity, cold, rain), dust.

Mental Demands: Ability to read and comprehend technical and professional manuals, procedures; instructions, memos, letters. Ability to write compound sentences relating information, data, details to layman. Ability to perform basic mathematical functions. Ability to speak clearly and concisely; conversant in practices and procedures of discipline.

Revised 10/94

## RECREATION SUPERINTENDENT

### CODES/PAY RANGE

Class Code: 2930

EEO Code: B

Pay Range: 207

### MAJOR FUNCTION

Specialized recreation work in the coordination and supervision of all County recreation programs in a designated district.

### ILLUSTRATIVE DUTIES

(NOTE: 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 and directs all recreational programs. Plans and directs all recreation activities in assigned district such as special events, centers youth and adult sports summer programs, after school programs, etc.

Stimulates interest in recreational activities through contacts and liaison with interested groups and individuals. Supervises, trains, and evaluates the work of paid and volunteer personnel assigned to their district.

Participates in staff conferences in planning comprehensive recreation programs.

Investigates and takes action on requests, suggestions or complaints concerning recreation services. Provides leadership by introducing new programs, equipment and facilities to staff members and the community.

Requisitions equipment and supplies as needed. Responsible for inventory control of equipment and materials allocated to programs in their district.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of public recreation programs and the needs of all levels and age groups. Knowledge of the facilities and equipment required in both indoor and outdoor recreation activities.

Ability to establish and maintain effective working relationships with the general public. Ability  
**(Recreation Superintendent continued)**

to demonstrate skill and leadership in various recreational activities, including supervisory skills. Ability to work closely with the Grounds Maintenance Superintendent in coordinating schedules and programs.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation or Physical Education, Health or closely related field, and three (3) years of paid supervisory experience in a recreation program.

A comparable amount of education, training or experience may substitute for the minimum qualifications.

### ADA REQUIREMENTS

Physical Demands: Light work. Ability to see, talk; walk, stand.

Environmental Demands: Inside and outside work. Limited exposure to inclement weather (heat, humidity, cold, rain), dust.

Mental Demands: Ability to read and comprehend professional manuals, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform general mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94

## RECREATION SUPERVISOR

### CODES/PAY RANGE

Class Code: 2907

EEO Code: B

Pay Range: 115

### MAJOR FUNCTION

Responsible full time recreation work in the coordination of multiple recreation programs in a designated recreation district.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Supervises the recreation activities of groups within a program, assigned district, or center. Supervises such recreational activities as summer programs, after-school programs, community centers, special events, youth and adult sports programs.

Stimulates interest in recreational activities within the area of assignment through contacts and liaison with interested groups and individuals. Supervises, trains, and evaluates the work of part-time staff and volunteer personnel at the assigned location.

Participates in staff conferences in planning comprehensive recreation programs. Conducts staff meetings with part-time personnel to discuss plans, programs, and problems.

Investigates and takes action on requests, suggestions or complaints concerning recreation services in the assigned area. Provides leadership, equipment and facilities to staff members and the community.

Requisitions equipment and supplies as needed. Responsible for inventory control of equipment and materials allocated to a particular program.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of public recreation programs and the needs of all levels and age groups. Knowledge of the facilities and equipment required in both indoor and outdoor recreation activities.

**(Recreation Supervisor continued)**

Ability to establish and maintain effective working relationships with the general public. Ability to demonstrate skill and leadership in various recreational activities.

### MINIMUM QUALIFICATIONS

Bachelor's in Recreation or Physical Education, Health or closely related field.

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

### ADA REQUIREMENTS

Physical Demands: Light work. Ability to talk & see; stand, walk.

Mental Demands: Ability to read and comprehend professional and technical journals, manuals, instructions and procedures; memos, safety instructions, policies. Ability to perform general mathematical functions. Ability to write business letters, memos, evaluations. Ability to speak publicly and extemporaneously. Ability to communicate complex ideas and thoughts.

Environmental Demands: Both inside and outside work. Exposure to inclement weather (heat, humidity, rain, cold), dust.

Revised 10/94

## RECYCLING COORDINATOR

### CODES/PAY RANGE

Class Code: 2343

EEO Code: B

Pay Range: 213

### MAJOR FUNCTION

Professional work in the solid waste field, with special emphasis on public relations programs to educate the public in areas pertaining to recycling and solid waste management programs.

### ILLUSTRATIVE DUTIES

(NOTE: 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 of the position.)

Develops, coordinates and implements solid waste programs with special focus on recycling. Works closely with local and state agencies, cities, and counties in the implementation and maintenance of solid waste programs.

Develops public relations campaigns to promote the county's solid waste program and works with the media in dispersing said information.

Plans, organizes, revises statements, controls, information systems and procedures to promote the efficient operation of the solid waste and recycling program. Compiles monthly, quarterly, annual reports and prepares grant applications.

Assists in the preparation of operating budget.

Provides technical assistance and information to employees, service group/activity directors and outside agencies as necessary.

Supervises recycling staff.

Performs other duties as assigned or as may be necessary.

### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of applicable laws, regulations, procedures and processes governing the solid waste operation. Knowledge of data processing as related to the solid waste operation.

Ability to organize plan and organize work priorities. Ability prepare complex reports and  
**(Recycling Coordinator continued)**

statements. Ability to establish effective working relationships with other employees, other government entities, the media, local officials and the general public. Ability to communicate effectively both orally and in writing.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Public Relations, Business Administration, Communications, Marketing, Public Administration, or related field, and three (3) years of experience in marketing, public relations, communications etc, including one (1) year of environmental science/management related experience.

Must possess and maintain a valid Florida Driver's license.

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

#### ADA REQUIREMENTS:

**Mental Demands:** Ability to speak publicly/extemporaneously. Ability to prepare speeches, reports, letters, memos, etc. Ability to read, comprehend and discuss scientific and technical materials, legal documents, and government guidelines. Ability to perform mathematical computations including addition, subtraction, division, multiplication, fractions, percentage, ratios, etc. Ability to analyze data and develop a conclusion.

**Physical Demands:** Sedentary work. Ability to see, talk.

**Environmental Demands:** Generally indoor work.

New 10/94

## REGIONAL LIBRARIAN

### CODES/PAY RANGE

Class Code: 2642      EEO Code: A      FLSA: E      Pay Range: D

### MAJOR FUNCTION

Highly responsible administrative and professional work in planning, managing and evaluating public library services to the citizens of Volusia County.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Manages a regional and branch libraries. Plans programs, prepares budgets, keeps records and compiles and presents formal and informal reports regarding progress toward library's general objectives. Receives reports from Assistant Regional and Branch Manager, and coordinates activities of branch staff including scheduling and work assignments. Directs major efforts to develop and maintain viable volunteer system as support for County Library staff. Responsible for appearance, security and maintenance of Regional facility. Evaluates and improves operating methods to ensure fair and equitable allocation of resources.

Under the general direction of the Library Services Director, participates as a member of the Library Services management team which includes setting system wide policy and procedure, organizational changes and budget/grants requests. Develops and implements programs which increase capacities for self-organization, reducing the need for details direction or daily management.

Interacts with local interest groups to assess community/regional needs and follows up on the issues of concern. Represents and advocates community/regional needs. Cooperates and consults with intergovernmental and other agency individuals/teams to improve public services and mutual welfare. Attends Friends meetings and works with Friends to provide for library's needs. Conducts regional media programs and positive public relations. Provides leadership and management to special project teams.

Engages in productive and effective personnel management practices; encourages professional demeanor, creative problem solving and optimal performance. Develops one and five year Regional plan to include policies, goals and objectives to meet short term and long range needs. Monitors attainment of goals and advises administration as to necessary measures required to accomplish same.

**(Regional Librarian – cont.)**

Interprets library policy for regional, community and full service branches. Introduces new ideas and encourages staff members to keep up with new developments through professional publications, workshops, and seminars.

Plans and implements staff in-service training. Recommends employee classifications, promotions, and other personnel activities within the branch.

Attends boards meetings of regional, community, and full services branches. Visits branches to observe work and service in general and make recommendations for changes. Oversees follow-through. Assists Community and Full Service branch heads in efficiency and improved service analysis and in working out branch objectives and programs. Responsible for collection development within Regional Branch and for overseeing collection development throughout region.

Participates in professional and community associations and organizations.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of principles and practices of library science and management. Knowledge of state and local standards, laws and regulatory requirements applicable to Library Services, including the County Charter, Merit System Rules and Regulations, personnel actions, Comprehensive Plan, Library Long Range Plan, budget and purchasing procedures, State aid to public libraries and library cooperative networks. Knowledge of library facilities and capital improvement project management.

Ability to plan, manage and evaluate library services delivery; to interpret community needs and concerns; and to provide leadership to project teams. Ability to write and speak effectively, exercise sound professional judgement, and research and develop satisfying operating methods for service delivery. Ability to supervise effectively. Ability to establish and sustain meaningful communication with interested parties. Ability to develop and allocate fiscal resources.

**MINIMUM QUALIFICATIONS**

Master's degree in Library Science (MLS) from an ALA-accredited program AND two (2) years progressively responsible professional and administrative Librarian work comparable to a Librarian V.

**Regional Librarian – cont.)**

## ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend professional and technical procedures, manuals and journals, financial reports, legal documents, memos, abstracts, policies and safety instructions. Ability to write business letters, expositions, summaries, evaluations, financial reports and other reports. Ability to perform public speaking including panel discussions and extemporaneous speeches; conversant in theory and practice of library and information science. Ability to perform mathematical functions. Ability analyze data and develop verifiable conclusions. Ability to identify problems, probable solutions and evaluative criteria.

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

New 10/97

Rev. 6/9/00

## REGISTERED LAND SURVEYOR

### CODES/PAY RANGE

Class Code: 2100

EEO Code: B

Pay Range: 214

### MAJOR FUNCTION

Highly technical work in the preparation of data for right of way maps, road plans, and profiles and reviewing of subdivision plats.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Performs calculations on curve data, super-elevation data, spiral curve data and checks figures.

Acts as advisor on surveys of county property.

Reviews proposed subdivision plats and legal descriptions. Checks records of property ownership for use in writing legal descriptions or giving information to the public. Supervises computer aided drafting program. Handles special projects.

Prepares and reviews legal descriptions used to convey land into or out of the county ownership and for other reasons. Checks plats to be recorded for compliance with Florida statutes and county regulations.

Provides technical assistance to GIS.

Performs and certifies surveys as required. Coordinates contracts with private surveyor working for the county.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of land surveying. Knowledge of materials, methods, and techniques of public works construction.

Ability to read and interpret moderately complex engineering plans, plats, and profiles. Ability to prepare and submit clear and precise technical reports. Ability to operate surveying instruments,  
**(Registered Land Surveyor continued)**

reduce and plat field notes and make computations. Ability to write legal descriptions.

Skill in the use of surveying or drafting instruments.

#### MINIMUM QUALIFICATIONS

Registration by the State of Florida as a Registered Land Surveyor.

#### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability see, talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and scientific manuals, journals, procedures; mechanical drawings, blueprints, maps; legal descriptions and instruments; policies, procedures, letters, memos. Ability to perform advanced mathematical functions . Ability to write legal descriptions, memos, evaluations, opinions, reports. Ability to speak clearly and concisely; conversant in theory and practices of discipline.

Revised 10/94

## RESERVE OFFICER

### CODES/PAY RANGE

Class Code: 3149

EEO Code: D

FLSA: NE

Pay Range:

### MAJOR FUNCTION

Responsible work of a general public safety nature with a primary emphasis on providing support to the operational functions. In addition to protection of life and property and the routine enforcement of laws and regulations.

The Sheriff/Director of the Department of Public Safety shall appoint individuals to the classification of Reserve Deputy. These appointments will be in the **Unclassified Service** and are **EXEMPT** from certain portions of the Merit System Rules and Regulations relating to appointment, separation and pay.

### ILLUSTRATIVE DUTIES

(NOTE: 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 of the position.)

Answers a wide variety of calls and complaints involving automobile accidents, domestic disturbances, misdemeanors or felonies.

May perform duties of a school resource officer.

Serves writs, warrants, summonses and civil papers.

Enforces traffic laws and regulations on all roads within Volusia County.

Conducts preliminary investigations, obtains witnesses and evidence, makes arrests and transports prisoners to and from confinement areas.

Testifies in court relative to arrests made.

Maintains the records and equipment assigned to and related to specific areas of assignment.

Develops proficiency in specialized areas of assignment.

Performs related work as required.

**(Reserve Officer continued- 2 of 3)**

## KNOWLEDGE, ABILITIES AND SKILLS

Skill in the operation, maintenance and use of specialized police equipment.

Knowledge of local laws, ordinances, rules and regulations effective in the County. Knowledge of first aid methods and general emergency methods. Considerable knowledge of the geography of the County including its political subdivisions and road network.

Ability to keep informed of the current changes in all applicable laws, ordinances, rules, regulations, and procedures. Ability to interview witnesses, gather evidence and assist in investigations. Ability to testify in court in a professional manner relative to arrests or other police matters. Ability to comprehend and execute written and oral instructions. Ability to adapt to a wide variety of assignments as needed with proper instructions.

## MINIMUM QUALIFICATIONS

Graduation from high school or completion of the GED and completion of the Minimum Standards Course required by the Florida Criminal Justice Standards and Training Commission for police officers.

Must meet the qualifications for employment set forth in section 943.13, Florida Statute which includes: Being at least nineteen (19) years of age; A citizen of the United States; A high school graduate or its equivalent; Not have been convicted of any felony or misdemeanor involving perjury or a false statement; Have received a dishonorable or undesirable discharge from any of the Armed Forces of the United States; Have his/her processed fingerprints on file with the employing agency; Have passed a physical examination by a licensed physician based on specifications established by the commission; Have a good moral character as determined by a background investigation under procedures established by the Commission.

Must possess a valid Florida Driver's License at the time of appointment.

## ADA REQUIREMENTS:

Prior to appointment all eligibles will be required to meet the stringent medical standards established by the County of Volusia. As part of the pre-employment medical examination eligibles will be required to participate in the Drug Screening Program.

Physical Demands: Heavy to Very Heavy work. Ability to run a minimum of fifty (50) yards. Ability to climb a minimum of six (6) feet. Ability to jump a minimum of six (6) feet. Ability to drag, lift, carry a minimum of 150 pounds. Ability to crawl a minimum of ten (10) yards. Ability to swim a minimum of fifty (50) yards with a flotation device.

Ability to operate emergency vehicles. Ability to traverse all types of terrain, i.e. urban, woods, swamp, hills. Ability to use restraints, i.e. handcuffs, hobble. Ability to sit for long periods of time. Ability to bend, crouch, reach, see, hear, smell, pull, push, stand, kneel, handle, stoop, balance, talk, feel; finger dexterity.

**(Reserve Officer continued - 3 of 3)**

Ability to perform shift work, 24 hours a day, seven (7) days a week.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including heat, humidity, rain, cold, fog, sleet. Possible exposure to hazardous materials and conditions; toxic conditions, fumes, odors, noise, vibration, dust, confined areas, animal/human waste.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures, journals and documents; legal documents; maps and layouts; memos, reports, summaries and evaluations. Ability to perform basic mathematical functions. Ability to write complex documents relaying information, data, and details. Ability to speak clearly and concisely to layman.

Revised 10/94

## REVENUE DIRECTOR

### CODES/PAY RANGE

Class Code: 3301

EEO Code: A

Pay Range: C

### MAJOR FUNCTION

Responsible administrative work in the supervision and direction of all operations and activities for the receipt and collection of taxes and fees, together with related records keeping; tag office operations and county mail courier system.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Exercises administrative control of operations and personnel through supervisory staff, participating directly, as necessary.

Reviews work flow and work load of offices. Initiates corrective action, where necessary. Directs re-assignment of personnel to meet the requirements of the work.

Reviews and analyzes procedures used in receiving and recording tax and fee payments. Makes changes to implement policy or administrative revisions.

Prepares operating budget.

Reviews the work of staff and personnel for adherence to procedures, policies, and statutory requirements.

Interprets statutes, opinions, policies, and directives to staff and others. Assists in difficult areas. Secures legal opinions where required.

Maintains liaison with other county and state offices, as necessary.

Analyzes complaint to determine compliance with requirements for courteous and helpful treatment of customers.

Performs related work as required.

**(Revenue Director continued)**

## KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the statutes, opinions, policies, and directives governing the receipt and collection of taxes and fees. Knowledge of administrative methods and procedures.

Ability to delegate authority and to plan, organize, and direct the work of subordinate supervisory staff and personnel effectively. Ability to analyze operations, detect problem areas, arrive at and implement solutions and to achieve objectives. Ability to exercise good judgement and initiative in the development and implementation of plans and procedures and in participating in the formulation of policy. Ability to express self clearly and concisely, orally and in writing. Ability to establish and maintain effective public relations; to detect problem areas and develop and implement solutions. Ability to establish and maintain pleasant and effective relationships with customers, officials, supervisory staff, and personnel.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Public or Business Administration, and five (5) years administrative experience of a progressively more responsible nature, preferably in tax collection or a closely related field.

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

## ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform advanced mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94

## REVENUE OFFICE MANAGER

### CODES/PAY RANGE

Class Code: 1152

EEO Code: E

Pay Range: 117

### MAJOR FUNCTION

Responsible for the supervision and management of a clerical unit or satellite office.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Coordinates activities of clerical/customer service personnel.

Reviews unit's workload, schedules, personnel assignments and status of current projects to plan unit activities.

Analyzes and organizes office operations and procedures such as typing, flow of correspondence, filing, requisition of supplies, processing of accounts and preparation of payroll.

Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records.

Evaluates office production, revises procedures or devises new forms to improve efficiency. Prepares activities reports for guidance of management.

Makes recommendations and prepares preliminary budget for office staffing and supplies. Monitors budget spending and analyses for future recommendations.

Conducts training orientation and sessions for new employees and experienced employees on recurring problems.

Hires employees. Approves leave requests, evaluates employees' performance, makes recommendations for promotions and initiates disciplinary action.

Performs work of subordinates.

Performs related work as required.

**(Revenue Office Manager continued)**

## KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of office management. Knowledge of general office procedures. Knowledge of effective supervisory practices.

Ability to interpret policies. Ability to develop procedures for effective production. Ability to organize and analyze activities. Ability to make decisions. Ability to supervise employees. Ability to communicate effectively, both orally and in writing.

## MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, and five (5) years of progressively responsible clerical experience, two (2) of which shall have been in a supervisory capacity.

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

## ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals, manuals, instructions, and applicable legal statutes/ordinances. Ability to write clearly and concisely relaying information, details, and data. Ability to speak clearly to relay information to layman. Ability to perform general mathematical functions. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94

## REVENUE OPERATIONS MANAGER

### CLASS CODE/PAY RANGE

Class Code: 3302      EEO Code: B      FLSA: E      Pay Range: D

### MAJOR FUNCTION

Responsible administrative work assisting in the supervision and direction of all Revenue operations and activities.

### ILLUSTRATIVE DUTIES

(NOTE: 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 of the position.)

Manages operations of Tag offices in Daytona Beach, New Smyrna Beach, Orange City and DeLand. Provides direction and guidance to Revenue Office Managers on issues relating to personnel (e.g. hiring, disciplinary actions), customer service, auditing, office operations, etc. Reviews work flow and work load of operational units and offices and redirects personnel resources as needed. Reviews the work of staff for adherence to procedures, policies, and statutory requirements. Revises procedures and manuals as needed.

Oversees operation of franchise tag offices.

Assists Revenue Director with preparation of annual operation budget.

Coordinates with Information Services on the design, implementation and maintenance of an on-line tag file. Responsible for researching system and software upgrades and improvements for revenue related tasks (e.g. state decal audits). Oversees the installation and introduction of new systems and software modules at all revenue offices. Coordinates with outside vendor on vessel, hunting and fishing system software.

Oversees implementation and maintenance of transfer process from one vendor to another for postcard renewals. Initiates redesigns as needed.

Coordinates seminars for all motor vehicle dealers with the Division of Highway Safety and Motor Vehicles.

Reviews and analyzes procedures used in receiving and recording tax and fee payments. Helps make changes to implement policy or administrative revisions.

Interprets statutes, opinions, policies and directives to staff and others. Secures legal opinions where required.

Acts as contact point for State of Florida Department of Motor Vehicles and the Game & Fish Commission for those functions where the County of Volusia is an agent for the State of Florida.

**(Revenue Operations Manager continued - page 2 of 2)**

Serves as a liaison to internal service groups and other County and State offices and agencies (e.g. DMV.) Establishes and communicates procedures necessary to accomplish ad hoc requests for various state agencies. May serve on special committees and task teams. May coordinate special projects and studies.

Analyzes complaints to determine compliance with requirements for courteous and helpful treatment of customers.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the statutes, opinions, policies and directives governing the receipt and collection of taxes and fees. Knowledge of county ordinances relating to the collection of licenses and fees. Knowledge of administrative methods and procedures.

Ability to delegate authority and to plan, organize and direct the work of subordinate supervisory staff and personnel effectively. Ability to analyze operations, detect problem areas, arrive at and implement solutions and to achieve objectives. Ability to exercise good judgement and initiative in the development and implementation of plans and procedures and in participating in the formulation of policy. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective public relations; to detect problem areas and to develop and implement solutions. Ability to establish and maintain pleasant and effective relationships with customers, officials, supervisory staff and personnel.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, or related field, and five (5) years progressively responsible administrative experience in revenue collection or a closely related field.

A comparable amount of education, training or experience may substitute for the minimum qualifications.

### ADA REQUIREMENTS

Physical Demands: Inside work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals, manuals, abstracts and instructions; legal documents and guidelines; memos, reports, letters. Ability to perform advanced mathematical functions. Ability to write and speak clearly and concisely relaying information, details, instructions, and data to layman. Ability to analyze data and develop conclusions. Ability to identify and resolve problems. New 10/96

## REVENUE SPECIALIST

### CODES/PAY RANGE

Class Code: 3322

EEO Code: F

Pay Range: 410

### MAJOR FUNCTION

Progressively responsible specialized clerical work with the general public transferring titles, registering automobiles, boats, collecting property taxes, selling hunting & fishing licenses and occupational licenses, and/or performing various County tax collection related functions.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

Assists general public in the County Revenue offices. Operates Department of Motor Vehicle computer system.

Types title applications and transfers from automobiles, mobile homes, aircraft, and boats. Inputs data into computers, retrieves necessary data. Issues tags to customers. Explains laws to customers concerning transfers and applications. Verifies tag numbers. Prepares correspondence relating to tags, titles, etc.

Types applications and renewals for hunting and fishing licenses. Types affidavits, registrations, and forms. Enters information into the computer, makes necessary changes. Types sales tax receipts.

Performs accounts payable duties relating to delinquent taxes. Maintains bankruptcy files and files claims.

Performs decal audit function. Prepares boat and miscellaneous reports. Receives proper fees for transactions. Assures that required papers, signatures, etc., are present prior to completing transactions.

May assist in assigning and reviewing the work of a clerical staff engaged in collecting funds through the sale of licenses for automobiles, mobile homes, boats, and from title transfers and the collection of sales tax, property taxes, and occupational licenses.

Balances receipts from cashiers on a daily basis and may prepare receipts for deposit. Performs cashiering functions.

Processes the installment payment plan on property taxes. Processes records for bankruptcies with respect to property taxes.

Requisitions various forms from the Department of Motor Vehicles in Tallahassee.

(REVENUE SPECIALIST – cont.)

Coordinates yearly tax certificate sale. Distributes taxes to area taxing authorities according to approved rates. Handles taxpayer correspondence, phone calls and answers questions. Computes delinquent taxes using established procedures in research and available records.

Maintains files in proper order for efficient retrieval.

May prepare employee time sheets. May assist in the instruction of employees in a continual training program designed to improve services rendered by employees. May counsel and instruct employees in use of on-line DMV computer system. May supervise the activities of a tag/title or a tax unit and train subordinate personnel. May evaluate employees in processing ad valorem tax records, tag and title transfers, or similar areas of specialty.

*(Revenue Specialist - cont.)*

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office practices and procedures, business English, spelling, and commercial arithmetic. Knowledge of tag and title procedures, motor vehicle, boat and sales tax laws.

Ability to keep accurate records and operate typewriter, calculator, and business machines with speed and accuracy. Ability to operate DMV on-line computer system and/or the County on-line property tax systems. Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to make decisions in accordance with laws and regulations. Ability to serve the public and answer questions relating to the operation of the unit. Ability to make mathematical calculations with accuracy and reasonable speed. Ability to assist in the training and supervision of a staff of clerical employees. Ability to maintain effective working relationships with employees and the general public.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED.

### ADA REQUIREMENTS

Physical Demands: Light work. Extended standing, some walking, lifting and carrying up to 15 pounds. Ability to reach, see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical documents, instructions, rules, guidelines and procedures; memos, letters. Ability to write clearly and concisely relaying information, details and data. Ability to speak to layman relaying information and details. Ability to perform general mathematical functions.

New 12/99

## **RIGHT OF WAY SPECIALIST**

### CODES/PAY RANGE

Class Code: 2043      EEO Code: C      FLSA: E      Pay Range:  
Level I -  
Level II -  
Level III -

### MAJOR FUNCTION

Progressively responsible professional work in all phases of real property acquisition and disposal for the County of Volusia.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

#### **LEVEL I**

Performs complex technical and research tasks to support the acquisition, lease and sale of real property including reviewing legal descriptions; preparing legal instruments; preparing contract documents, requisitions and payment vouchers; conducting title searches and abstract research; processing applications for abandonments, vacations, special assessments, Murphy reservations, and right of way releases. Establishes and maintains all pertinent records and files.

Assists County Legal Services in condemnation proceedings, land donation and real estate closings. Provides right of way information to the public, service groups/centers and other public agencies.

#### **LEVEL II**

Performs all examples of work at the lower level.

Serves as Lead Worker on assignments. Negotiates contracts with right of way consultants, researches and provides project-related information to the consultant and conducts regular progress meetings.

Coordinates changes to construction plans with the design group; obtains approval for settlements above appraisal amounts; verifies title insurance and obtains subordinations; prepares and records all documents; and maintains parcel data base and right of way management reports.

#### **LEVEL III**

Performs all examples of work at the lower levels.

May serve as Project Leader on assignments. Handles more difficult, controversial projects for

**(Right of Way Specialist continued - page 2 of 3)**

appraisal and acquisition. Negotiates with property owners or their designees for the acquisition of property, easements etc. Contacts property owners by correspondence, phone or in person to request cooperation with County construction projects, and to provide information relative to construction, appraisal methods and values. Prepares written offers for property acquisition; negotiates settlement amount, obtains subordination, if necessary. Provides relocation assistance and advisory services. Coordinates all activities required to effectuate transactions. Prepares condemnation packages and assists legal in the process. Verifies property is physically clear for commencement of construction.

Prepares appraisal reports; negotiates appraisal fee proposals and contracts; reviews appraisals submitted by outside appraisers; prepare project cost estimates; and provide recommendations on the value of impact fee credits.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

#### **RIGHT OF WAY SPECIALIST - Level I**

Ability to interpret legal descriptions. Ability to perform complex research tasks; ability to write and review legal descriptions; ability to prepare legal instruments.

Knowledge of basic real estate practices and principles. Knowledge of map reading and preparation.

#### **RIGHT OF WAY SPECIALIST - Level II**

Ability to interpret legal descriptions. Ability to manage a project. Ability to write legal instruments for the transfer of property. Ability to negotiate with a variety of people. Ability to work independently.

#### **RIGHT OF WAY SPECIALIST - Level III**

Possession of all knowledge, abilities and skills at the lower level. Ability to supervise. Ability to perform more complex tasks. Ability to set priority tasks, assign work, and ensure proper completion of work assigned.

### **MINIMUM QUALIFICATIONS**

**RIGHT OF WAY SPECIALIST - Level I -** Bachelor's degree in Finance, Business Administration, Real Estate or related field and one (1) year of experience in right-of-way administration; sale, acquisition or appraisal of real estate; real estate title searches or abstract preparation.

**(Right of Way Specialist continued - page 3 of 3)**

**RIGHT OF WAY SPECIALIST - Level II** - Two (2) years as a Right of Way Specialist, Level I or equivalent. Must complete IRWA courses as indicated in the Right of Way Progression Agreement, level II, before moving to level III.

**RIGHT OF WAY SPECIALIST - Level III - (Advanced Negotiations)** Three (3) years as a Right of Way Specialist, Level II or equivalent and completion of IRWA courses listed in the Right of Way Progression Agreement, level II.

**RIGHT OF WAY SPECIALIST - Level III - (Appraisal)**

Three (3) years as a Right of Way Specialist, Level II or equivalent and completion of IRWA courses listed in the Right of Way Progression Agreement, level II.

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

ADA REQUIREMENTS

Physical Demands: Light work. Ability to lift 20 lbs. maximum. Frequent lifting and/or carrying objects weighing up to 10 lbs. Ability to reach, see, hear, talk, walk. Manual dexterity. Ability to use a personal computer. Ability to traverse undeveloped/uneven terrain.

Environmental Demands: Inside/outside work.

Mental Demands: Ability to read and comprehend legal documents, ordinances, statutes; instructions, letters, and summaries; maps, plats. Ability to write legal descriptions, summaries, letters, appraisal reports, and financial documents. Ability to perform advanced mathematical functions. Ability to speak clearly and concisely to relay information, data and details to layman. Ability to analyze data and develop conclusions.

Revised 03/00  
Replaces 10/97

## **RISK MANAGER**

### CODES/PAY RANGE

Class Code: 1515

EEO Code: A

Pay Range: D

### MAJOR FUNCTION

Administrative and technical work in planning and directing the Risk Management Program, including Self Insurance, Commercial Insurance, Loss Control, and Medical.

### ILLUSTRATIVE DUTIES

(NOTE: 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, directs, and coordinates the County Risk Management Program. Directs the operations of the Worker's Compensation, General and Automobile Liability, Loss Control, Employee Assistant and Self-Insurance Programs. Direct the County's Safety Program.

Assures that all claims, payments, and recoveries are properly investigated, researched, documented, and that monetary reserves are established and accounted for in accordance with state law.

Makes surveys of county's facilities and operations to identify risks, hazards, liabilities, and to evaluate insurance risks.

Plans, directs, and coordinates the Safety and Accident Prevention Program. Responsible for loss prevention on a county wide basis involving all county employees, rolling stock, county owned structures, work areas in public facilities including the public beach area.

Investigates county accidents, from the initial injury to the recovery of funds from third parties, where applicable.

Reviews and assesses county needs for commercial insurance and Risk Management and recommends modification to the Risk Management Program and procedures. Writes and recommends county policies and procedures relating to the Risk Management and Safety Programs.

Prepares and maintains the county budget relating to the Risk Management Program.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of Insurance and Risk Management. Knowledge of the principles and practices of Industrial Safety. Knowledge of federal and state laws relating to (RISK MANAGER – cont.)

Worker's Compensation and Risk Management. Knowledge of federal safety requirements. Knowledge of insurance contracts and torts (legal liability).

Ability to develop and implement the Risk Management Program. Ability to make insurance and safety investigations and decisions on an impartial basis. Ability to enforce insurance and safety policies and regulations. Ability to supervise employees engaged in the risk Management Program. Ability to express oneself orally and in writing. Ability to compile complex reports relating to the Risk Management Program.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration or any related field, supplemented by courses and training in Insurance, Risk Management and Safety, and five (5) years of experience in insurance and safety programs.

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

### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk.

Environmental Demands: Both inside work (60%) and outside (40%) work.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94

## **ROAD AND BRIDGE DIRECTOR**

### CODES/PAY RANGE

Class Code: 2317

EEO Code: A

Pay Range: C

### MAJOR FUNCTION

Responsible management, administration, and supervision involved in the planning, scheduling, and directing of various public works projects concerned with the construction and maintenance of county roads and bridges.

### ILLUSTRATIVE DUTIES

(NOTE: 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, assigns, and supervises employees engaged in road, bridge, and drainage construction and maintenance activities.

Coordinates construction and maintenance activities with other service groups and with other state and local agencies.

Conducts studies and develops new methods for improving road, bridge, and drainage construction and maintenance activities.

Responsible for work being completed in accordance with established schedules. Makes periodic and special inspections of road, bridge and drainage maintenance and construction projects.

Supervises the scheduling and coordination of manpower and equipment for public works projects.

Designs and implements measures for work standardization procedures.

Establishes and directs training programs to instruct employees in schedule utilization, work and safety methods.

Prepares and administers operating budget. Conducts staff meetings to plan and coordinate activities of subordinate units.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and techniques of planning, management and scheduling as they relate to civil engineering and public works projects. Knowledge of the methods, materials, and equipment common to road, bridge, and drainage construction. Knowledge of civil engineering

**(Road & Bridge Director continued)**

practices as they pertain to road, bridge, and drainage construction and maintenance.

Ability to plan and supervise the work of supervisors, equipment operators, skilled and unskilled laborers in public works construction and maintenance activities. Ability to tactfully and effectively deal with the public, employees, and elected and appointed officials. Ability to analyze, evaluate, recommend, and present long range public works plans and programs.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Construction Management, Public Administration or related field, and five (5) years of experience in public works engineering and management in road construction and maintenance.

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

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical journals, mechanical drawings and layout, manuals, and legal documents, financial reports, letters, reports, abstracts and evaluations. Ability to write reports, financial reports, evaluations, summaries, letters, memos, policies and procedures. Ability to perform shop math. Ability to analyze data and formulate conclusions. Ability to speak publicly and extemporaneously; conversant in theories and principle of discipline to layman.

Physical Demands: Sedentary work. Ability to see, talk, reach, pull, hear. Ability to traverse uneven terrain.

Environmental Demands: Generally inside work. Some exposure to noise, fumes, poor ventilation, and dust.

Revised 10/94

## ROAD AND BRIDGE SERVICES SUPERVISOR

### CODES/PAY RANGE

Class Code: 2315

EEO Code: E

Pay Range: 214

### MAJOR FUNCTION

Skilled supervisory work in planning, organizing, and supervising county wide services in maintenance, repair and improvement of Volusia County's roads and bridges; or overall project management for the Road & Bridge Service Group.

### ILLUSTRATIVE DUTIES

(NOTE: 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.)

#### **Maintenance**

Estimates cost of projects.

Writes St. John's Water Management District permits, and ensures compliance.

Checks to ensure adequate right-of-way. Coordinates the relocation of utilities.

Performs field-design construction of paved roads and drainage. Performs field inspections of projects underway.

Devises alternative methods to cut costs. Collects information for long range schedules. Prepares master schedule for fiscal year.

Assists Director in preparing fleet budget. Coordinates with Purchasing Services on the writing of specifications for purchase and rental of equipment.

Serves as a member of the County Auction team.

Periodically inspects equipment for safety and maintenance defects. Coordinates and schedules equipment repair with Vehicle Maintenance.

Counsels and trains foremen and employees in schedule utilization, work and safety methods.

Substitutes for the Director in his absence.

## **Project Management**

Manages road and bridge projects using state of the art computer software.

Studies service group operational methods in order to improve workflow and develop basic work standards. Defines work methods, practices and procedures to be followed by service group staff.

Standardizes and consolidates resources as necessary for cost reductions. Defines projects, assigns resources and schedules; monitors progress of work and compares with baseline schedules. Forecasts long and short term resource requirements, quantities and cost.

Assists with supervision and training of personnel. Assists with preparation of performance based budget, measures performance against adopted budget.

Prepares reports as required including financial and project areas.

## **Both Positions**

Performs related work as required.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the methods, practices, procedures, equipment and materials applicable to the construction, maintenance, and repair of the streets and other related work performed by the Road & Bridge Services.

Ability to plan and supervise the work of foremen, equipment, operators, skilled and unskilled laborers in public works construction and maintenance activities. Ability to tactfully and effectively deal with the public, employees, and other County personnel.

Knowledge of project management. Knowledge of applicable automated programs. Knowledge of performance based budgeting.

Ability to study processes and make recommendations to improve same. Ability to develop policies and procedures to implement new processes. Ability to develop work standards. Ability to define work methods.

Ability to define and schedule projects and assign resources.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Business Administration, Public Administration, Civil Engineering, Industrial Engineering, or closely related field and three (3) years progressively responsible experience in project management, work flow analysis, or similar work; or Graduation from high school or possession of a GED and seven (7) years increasingly responsible experience in road and bridge construction and maintenance, five (5) years of which should have been at the level of a foreman or supervisor.

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

## **ADA REQUIREMENTS**

Mental Demands: Ability to read and comprehend technical journals, mechanical drawings and layout, manuals, and legal documents. Ability to perform shop math. Ability to analyze data and formulate a conclusion. Ability to write memos, reports, and summaries.

Physical Demands: Sedentary work. Ability to see, talk, reach, pull, hear. Ability to traverse uneven terrain.

Environmental Demands: Both inside and outside work. Some exposure to noise, fumes, poor ventilation, and dust.

Revised 1/97