Position: CEMETERY ASSISTANT OPERATOR  
Department: PUBLIC SERVICES  
Hourly Range: $15.33 - $24.69 D.O.Q.  
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision performs administrative duties during both regular hours and after hours for funeral services including witnessing, burials, leading assigned staff, preparing area for service, coordinating with service providers, locating burials, directing traffic, collecting and transmitting required records, completing orders and sales, reports, and other documentation and providing other assistance as required by the Lead Operator. Performs as a working leader for assigned staff and organizes, plans, assigns and works with staff to complete a variety of maintenance and lawn/landscaping duties at the cemetery, such as mowing and raking, irrigation system construction/maintenance/repair, trimming, special projects, and general grounds maintenance. Provides excellent customer service and assists customers with sales and other needs or inquiries. Works closely with City Clerk & Collector's office and Public Services Administration office to complete all required administration. Regularly serves as acting Cemetery Lead Operator in the absence of the Lead Operator. Qualifications: Minimum—High School diploma or GED equivalency plus at least 1 year of experience as a laborer with related lawn maintenance experience and at least 1 year of experience in a supervisory capacity. Preferred—Minimum (as listed above) plus experience in the following areas: cemetery maintenance, customer service, electronic media and use of computers, and irrigation system maintenance and operation. An equivalent combination of training and experience may be substituted at the City’s discretion for required education/ training and experience. Must possess and maintain a valid Florida Driver's license.

Position: WATER PLANT OPERATOR “B”  
Department: WATER DIVISION  
Annual Salary: $35,156 - $56,637 D.O.Q.  
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision, performs highly skilled work in the operation of the reverse osmosis water facility, ensuring compliance with all state and federal regulatory criteria and all safety policies and procedures. Serves as the technical lead for treatment plant operations for the assigned shift as determined by the Chief Operator. Performs work as assigned in the operation and maintenance of water facilities, including wells, outfall, injection well, Splash Park and distribution system. May assist in developing recommended maintenance/testing/improvement/project plans, work prioritization and planning, coordination with other staff/departments and oversight of related projects or contractors. Assists in other functions as assigned. Education: Required—High School Diploma or GED equivalency, Water operations courses C and B. Preferred—Associate’s or higher degree in chemistry, biology or related field. Vocational/specialized training in the area of Reverse Osmosis Water Treatment operations. Experience: Required—at least 3 years of experience in with prior reverse osmosis water treatment plant operational experience. Licensure/Certification: Must possess and maintain a valid Florida Driver's License. Florida DEP Class “B” Water Treatment Plant Operator's License is required. Class “B” (CDL) with Air Brake Endorsement and Tanker Endorsement may be required within 180 of employment, depending on area of assignment.
Position: METER TECHNICIAN  
Department: UTILITY BILLING DIVISION  
Hourly Range: $13.24 - $21.33  
Closing Date: OPEN UNTIL FILLED  

Description/Requirements:  
Incumbent in this position conducts the reading of in-ground water meters along scheduled routes using handheld or laptop computer; tests water meters for accuracy; turns water service on and off as directed; maintains and repairs meter boxes and other meter/radio read devices; uploads and downloads meter information and produces data reports. Candidates must possess a high school diploma or GED equivalency and a valid Florida Driver License. FW&PCOA Backflow Tester and Backflow Repair Certifications required within one year of hire. Must have a working knowledge of computers, including Windows and various meter reading applications. Minimum experience—at least one year of experience in utilities field services. Preferred experience—Two years’ experience in utilities field services, preferably in municipal government. An equivalent combination of training and experience which provides the required knowledge, skills and abilities may be substituted at City’s discretion. Applicants must be physically able to perform manual labor of varying degrees under a variety of weather conditions and be able to deal effectively with the public.

Position: ADMINISTRATIVE SECRETARY  
Department: FIRE DEPARTMENT  
Hourly Rate: $12.61 - $20.31 D.O.Q.  
Closing Date: OPEN UNTIL FILLED  

Description/Requirements:  
Under general supervision, performs a variety of secretarial/clerical duties relating to Fire Department operations including, but not limited to preparing and producing documents and reports, maintaining files and records, providing customer service, communications, answering telephones, data entry, filing, payroll administration, handling mail, meeting coordination/record-keeping. Provides administrative support to the Fire Chief and all other department staff as needed. The successful candidate will possess superior organizational skills and the ability to pay attention to detail, as well as exceptional communication and public relations skills.

Qualifications: Minimum—High School diploma or GED equivalency plus 2 or more years of secretarial/clerical or other administrative experience, preferably in a municipal fire department; Preferred—Minimum qualifications as listed above plus coursework in business, administrative or computer operations. Must possess and maintain a valid Florida Driver’s license. Must be a Florida notary public or be able to obtain such commission.

Position: HEAVY EQUIPMENT OPERATOR  
Department: ROADS & STREETS  
Hourly Rate: $12.61 - $20.31  
Closing Date: OPEN UNTIL FILLED  

Description/Requirements:  
Under general supervision, operates and maintains various heavy equipment in performing a variety of maintenance duties for the Roads & Streets Division, including general labor duties. Performs operations and maintenance for various equipment, including street sweeper, bulldozer, loader, grading tractor, dump truck, bucket truck, bush hog etc. Performs hand/power tool operations for various tools such as pitchfork, shovel, rake, chain saw, vac truck, etc. Performs preventive maintenance on vehicles and tools; performs general maintenance work for roads and streets. High School Diploma or GED equivalency is required; vocational/specialized training in heavy equipment operation is preferred. At least 1 year of experience in heavy equipment is required with 2 or more years' heavy equipment experience preferred. Position requires a valid Florida Class B Commercial Driver's License (CDL) with Air Brake Endorsement.
Position: BUILDING DEVELOPMENT SITE INSPECTOR
Department: BUILDING DEVELOPMENT
Annual Salary Range: $36,914 - $59,468 D.O.Q.
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision, performs professional work conducting plan review and field inspections of commercial and residential infrastructure. Monitors all phases of projects for compliance with plans, specifications, various standards and regulations for: sanitary, storm and water main installation, retention/detention ponds, new streets, curb, sidewalk and roadway improvements. Coordinates with contractors to ensure the successful completion of projects. Interacts with the public frequently, to communicate project objectives and progress. Candidates must possess a high school diploma/GED, Water Distribution license, Wastewater Distribution System Operator certification, Stormwater Operator certification, OSHA certification, MOT certification and two (2) years of responsible experience in project administration. Preferred experience: 3—5 years’ experience in a progressively responsible position in private or public sector project administration with demonstrated experience in management and strong interpersonal and organizational skills. An equivalent combination of training and experience may be substituted for required education and/or experience, at the City’s discretion. Must possess and maintain a valid Florida Driver’s license.

Position: FLEET TECHNICIAN
Department: FLEET MAINTENANCE
Hourly Rate: $17.74 – $28.59 D.O.Q.
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under general supervision, performs skilled mechanical work in the repair and maintenance of gasoline and diesel powered automotive and utility vehicles, emergency vehicles, and related equipment. Assists with the administrative duties relating to the operations of Fleet Maintenance. Duties include repairing, servicing and maintaining vehicles, responding to road calls and assisting in the maintenance of the department’s inventory and record keeping systems. Qualified candidates must possess a High School diploma/GED; vocational/specialized training in automotive repairs or related area preferred. Two or more years’ experience in automotive/equipment repairs and maintenance preferred or five or more years’ experience in small engine repair including chain saws, weed eaters, lawn equipment and tractor repair. **Recent “Hands-On/Practical” experience is required.** Master ASE Certification for either heavy trucks or automobiles required within 2 years and thereafter from appointment. EVT Certification in areas/levels determined by the City within 3 years and thereafter from appointment. A Florida Commercial Driver's License (CDL), Class “B” with Air Brakes, Tanker and Passenger Endorsement required within 180 days of employment. License/certifications subject to modification.

Position: WATER SERVICE WORKER
Department: WATER DIVISION / DISTRIBUTION
Hourly Rate: $13.90 - $22.40 D.O.Q.
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Water Distribution Technician apprenticeship position providing on-the-job experience and knowledge for achieving licensing/certification in the assigned area of operations. Under general operator supervision, performs skilled and semi-skilled work in the installation, maintenance and repair of water and reclaimed water pipes, valves, meters, fire hydrants and other water system components in the field or at the treatment facility. Works productively with staff for efficient and compliant operations. Assists in other functions as assigned. **Education: Required**—High School Diploma or GED equivalency. **Preferred:** Associate’s or higher degree in chemistry, biology or related field. Vocational/specialized training in the area of water utility operations. Prior Wastewater or Water operations coursework or experience. **Licensure/Certification:** Must possess and maintain a valid Florida Driver's License. Successful completion of testing for Florida DEP Level III Water Distribution Operator’s License is preferred. **Successful completion of testing** for Florida DEP Level III Water Distribution Operator’s License **required within 1 year of employment.** Florida DEP Level III Water Distribution Operator’s License **required within 2 years of employment.** Class “B” (CDL) License with Air Brake Endorsement and Tanker Endorsement required within 180 days of employment, depending on area of assignment.
Position: SCHOOL CROSSING GUARD – PART TIME  
Department: POLICE DEPARTMENT  
Hourly Rate: $10.37  
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Mature judgment and ability to get along with the public. Work is performed outdoors and applicant must be physically able to perform some manual labor of varying degrees of difficulty and in varying weather conditions. Seasonal Part-Time hours governed by school openings and closing times. Approximately 15 hours per week, an hour and a half in the morning and an hour and a half in the afternoon during the school year.

Position: POLICE DISPATCHER  
Department: TARPOON SPRINGS POLICE  
Starting Rate: $14.60 PER HOUR  
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Performs skilled emergency service work receiving emergency 911 and non-emergency requests for police assistance; determines nature/urgency of calls, initiating police or other emergency personnel action and maintaining close contact with field units to monitor response and needed support requirements. Candidates must have a High School Diploma or GED and should possess one to three years’ experience performing law enforcement related clerical, secretarial or communication dispatching duties, preferably in a municipal law enforcement environment. Strongly prefer candidates with at least one year experience in full time police dispatch, data entry and computer aided dispatch. Experience in customer service and dealing with the public in normal and adverse conditions is helpful. Computer experience with Word, Excel and other data entry. An equivalent combination of education and training which provides the required knowledge, skills and abilities may be substituted. Must work rotating shifts. (Days, evenings, and midnights). Must possess a valid Florida Driver’s License.

Position: HUMAN RESOURCES/RISK MANAGEMENT COORDINATOR (REVISED)  
Department: HUMAN RESOURCES  
Annual Salary Range: $47,112 - $75,900 D.O.Q.  
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision, analyzes, develops and implements processes involved with human resources and risk management functions. Position involves a broad range of responsibility and requires the ability to work independently with considerable latitude for initiative and judgement. Serves as technical resource in the area of human resources and risk management. Performs human resources duties as assigned by the Director. Coordinates the Property & Casualty insurance program as well as the Workers’ Compensation process. Assists the Director with administration and supervision of the department. Candidates will possess a Bachelor’s degree with major coursework in human resources, risk management, finance, insurance, business administration or a directly related field. Additional certification in management is preferred. At least 4 years of recent relevant technical responsibility in human resources, P&C insurance, and Workers’ Compensation including claims experience, is highly desirable. 1-2 years of experience in a supervisory role is preferred, as well as experience in a municipal government setting. An equivalent combination of education/training and experience that provides the required knowledge, skills and abilities may be substituted at the City’s discretion. Must possess and maintain a valid Florida Driver’s license.
Position: WATER SUPPLY PROTECTION SPECIALIST III  
Department: WATER DIVISION – METER REPAIR  
Hourly Range: $16.09 - $25.93 D.O.Q.  
Closing Date: OPEN UNTIL FILLED

Description/Requirements:

Under limited supervision, performs various licensed and/or certified technical duties related to the protection of the public water supply, including meter repair and backflow operations, distribution system maintenance and repair, and water quality monitoring and assessment. Performs limited supervisory duties of assigned personnel.

**Education:** Required—High School Diploma or GED equivalency. Preferred—Vocational/specialized training and certification in backflow testing, backflow repairs, meter repairs and calibration. **Experience:** Required—At least one (1) year of experience in utilities activities, including meter and backflow installation, water distribution systems or plumbing works. Preferred—Three (3) years of experience in utilities activities, meter and backflow installation and plumbing works. At least one (1) year of previous experience specific to the repair and maintenance of backflow and meters. **Licensure/Certification:** Must possess and maintain a valid Florida Driver’s License. Must be at least a FDEP Level 3 Water Distribution System Operator, or obtain such license within one (1) year of starting the position. Level 2 or higher FDEP Water Distribution System Operator license required within 3 years of starting position. A Florida Class “B” (CDL) License with Air Brake Endorsement and Tanker Endorsement is required within 180 days of employment depending on area of assignment.

*Applications available on City of Tarpon Springs Website – www.ctsfl.us*

NOTE: All job applicants selected for new employment with the City of Tarpon Springs will be offered employment conditioned upon the successful completion of a physical with Drug Screening. New employees must enroll in the direct deposit program within six months of employment.

ANY PERSON WITH A DISABILITY WHO REQUIRE S A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS SHOULD CALL THE HUMAN RESOURCES DEPARTMENT AT (727) 938-3711 IN ADVANCE.

The City of Tarpon Springs is a member of:
- The International Public Management Association for Human Resources
- Equal Opportunity Employer
- Veteran's Preference
- Drug Free Workplace

We encourage those interested in employment to complete an application or anyone needing detailed information concerning available jobs to come to the Human Resources Office located at:

City Hall  
324 East Pine Street  
Tarpon Springs, Florida 34689  
(727) 938-3711 FAX (727) 942-5621