

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment*

<b>Date:</b>	09/01/2010	<b>Department:</b>	Road & Bridge
<b>Title/(Status) - Job Code:</b>	Public Works Specialist - 954	<b>Reports To:</b>	Administrative Coordinator
<b>Hiring Range:</b>	PG-11 \$11.03/hour - \$17.77/hour	<b>Closes:</b>	09/15/2010

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Completed applications for employment with Highlands County may be submitted in one of three ways: 1) Electronically through our web site [www.hcbcc.net](http://www.hcbcc.net); 2) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 3) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position *may not* be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.  
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**POSITION PURPOSE & OBJECTIVES:**

A skilled clerical and technical position responsible for providing office support functions related to the County's Road and Bridge activities, including receiving complaints from the public, issuing related work orders, and maintaining administrative control mechanisms.

**ESSENTIAL JOB FUNCTIONS:**

Receives complaints and issues work orders regarding the maintenance of County-maintained roads, bridges, lakes, parks, and boat ramps. Prepares and implements managerial reports tracking hours, monies, vehicle maintenance, materials, open purchase orders, etc.

Reviews and corrects bi-weekly payroll time-sheets for all Road and Bridge Departments. Maintains radio communications with various road crews and department heads.

Receives and directs all incoming phone calls placed to the Road and Bridge Department. Answers questions when knowledgeable. Performs routine clerical functions including typing, word-processing, filing, and operation of other office equipment.

Reacts productively to change and performs all other duties as required.

This is a **Disaster Essential** position.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

**Knowledge & Skills:**

Knowledge of and the ability to efficiently operate office equipment, including typewriter, copier, computer (P.C.), adding machine, etc. Knowledge of and the ability to efficiently use Word Perfect, spreadsheet, and other Windows soft-ware programs. Able to learn technical information related to Public Works projects so as to answer basic questions from concerned citizens. Able to interact effectively with the Public and co-workers. Able to operate effectively in an environment of constant interruption. Knowledge of and the ability to effectively utilize proper spelling, grammar, and punctuation in the formulation of business correspondence. Able to follow both oral and written instructions.

**Physical Abilities:**

Continuous use of both hands with dexterity. Continuous use of both near and far vision. Frequent sitting, standing, walking. Continuous use of oral communication. Ability to operate a motor vehicle continuously for up to four hours.

**SUPERVISORY RESPONSIBILITY:**

No direct supervisory responsibility.

**WORKING CONDITIONS:**

Continuous indoor work in a moderately stressful environment.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited High School or G.E.D. program. Three years of clerical experience, preferably in an automated and computer-interactive environment. Able to generate (verifiable) a minimum of 45 words per minute by word processor or typewriter. Must possess a Florida Drivers License while employed.

**SUCCESS FACTORS:**

An individual filling this position should enjoy a busy pace with a substantial amount of interaction, by phone and in person, with the public. This person should not become frustrated with what appears to be constant interruption.

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I have read and understand this position description.

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

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

Effective: 01/01

