

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.*

Date:	1/17/2019	Department:	Road & Bridge (4102)
Title/(Status)/Job Code:	Public Works Specialist/Switchboard (0954)	Reports To:	Administrative Coordinator
Pay Grade/Salary Range:	PG - 105 \$25,747.62 - \$39,908.81	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) 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 2) 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.

GENERAL DESCRIPTION:

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 on a switchboard, issuing related work orders, and maintaining administrative control mechanisms.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Receives complaints and issues work orders regarding the maintenance of County-maintained roads, bridges, and lakes.
- 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 communications with various road crews and department heads.
- Completes Asset Management software data input.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and the ability to efficiently operate office equipment, including copier, computer (P.C.), adding machine, etc. Knowledge of and the ability to efficiently use word processing and spreadsheet programs, 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 SKILLS:

The individual in this position must be able to remain in a stationary position for 50% of the time. Must be able to inspect and assess daily email and postal mail correspondence. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. The individual in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on low shelves or the floor.

MINIMUM QUALIFICATIONS:**EDUCATION & EXPERIENCE:**

Graduation from an accredited High School or G.E.D. program. Three years of clerical experience, preferably in an automated and computer interactive environment.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver's License while employed.

OTHER JOB-RELATED REQUIREMENT:

Disaster Essential