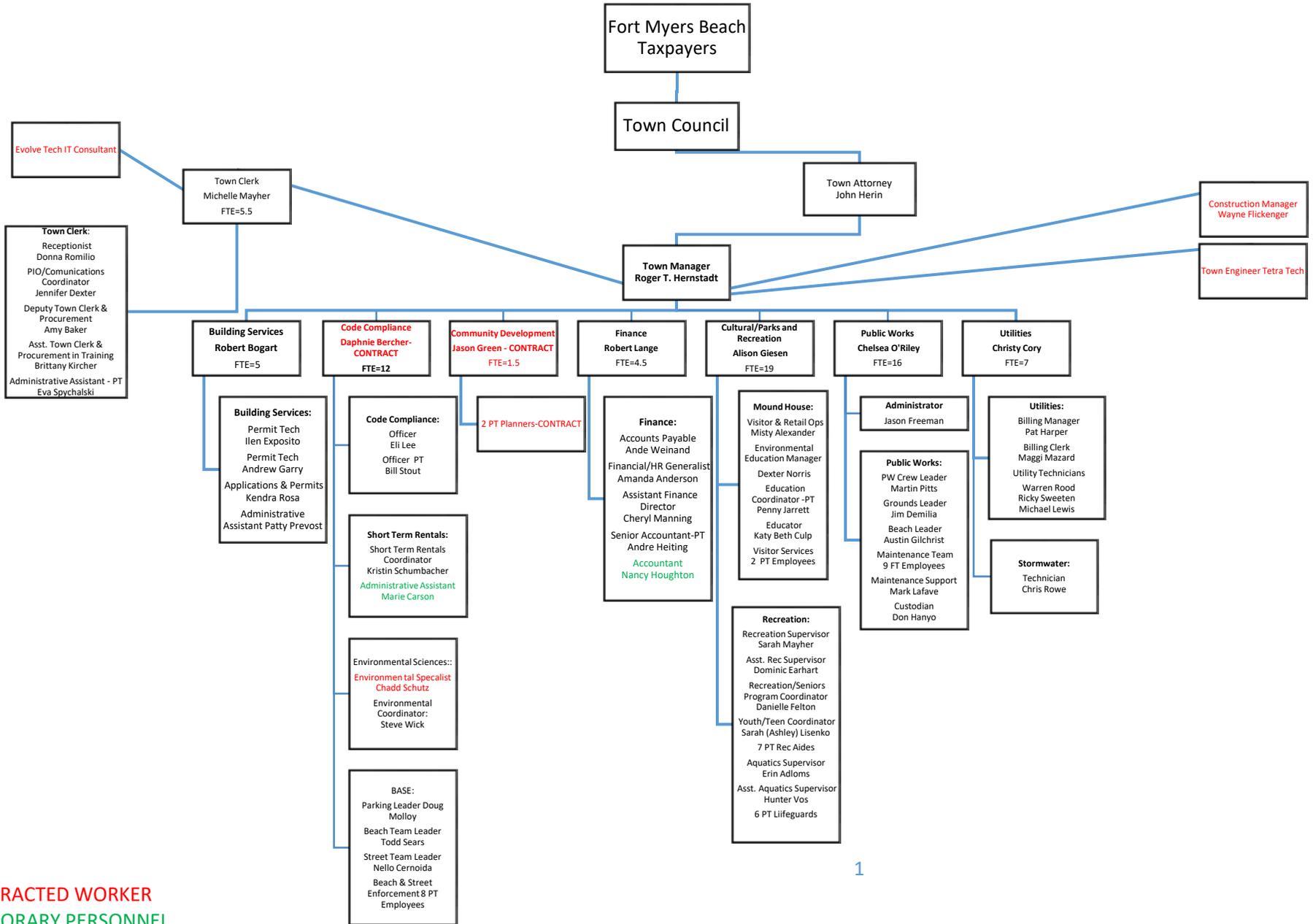


Town of Fort Myers Beach

FY 2020 Table of Organization



CONTRACTED WORKER
TEMPORARY PERSONNEL

Town of Fort Myers Beach Job Description

Position: Administrative Assistant
Department: Community Development

POSITION SUMMARY

The administrative assistant's main responsibility is that of assisting the Code Enforcement Officers and Building Staff with the many administrative and clerical duties necessary for the smooth operation of the Community Development Department. Secondary responsibilities will include providing backup administrative services to Town Departments. An employee in this classification works under the direct supervision of the Community Development Director and in coordination with Administrative Services.

ESSENTIAL JOB FUNCTIONS

- Coordinates the Town's Code Enforcement and Building administrative efforts.
- Handles Code Enforcement and Building complaints from the public, via phone, e-mail and walk in.
- Files and maintains all documents relating to Code Enforcement and Building.
- Follows up on calls made to Community Development.
- Prepares Notices of Violation and Notices of Hearing.
- Assist Code Officers in scheduling and preparing cases for hearing.
- Coordinate and attend Magistrate Hearings and transcriptions
- Orders office supplies.
- Processes Street Performer permit applications.
- Processes and coordinates relevant fees and liens.
- Performs other duties of this position or related positions as may become necessary or as directed.
- Accepts and processes payments by the public ensuing proper cash/credit card handling procedures are followed.
- Will be required to work a varying schedule and at alternative Town site locations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent and two years of progressively responsible related office support and/or secretarial work experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Application software required: Microsoft Windows, Excel, Word, Internet Explorer, Google and other applicable software.

- Proficient in computer software, word processing, spreadsheets, etc., experience with CRW Trakit® workflow management software preferred.
- Knowledge of general operation and care of standard office equipment.
- Ability to act independently and know when to refer situations to a higher level of authority
- Maintain confidentiality of working information.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed inside in an office environment.
- Ability of communicate effectively both orally and in writing.
- Ability to use computer for extended periods of time.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Work may require periodic exposure to adverse environmental conditions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Administrative Assistant/Front Desk
Department: Town Clerk

POSITION SUMMARY

The receptionist's main responsibility is that of greeting visitors and answering the telephones and performing other duties necessary for the smooth operation of Town Hall. This position requires a high degree of judgment and well developed problem solving skills. Although each assistant is assigned a specific area of responsibility, all are to work as a team in assuring that the public is served in the most effective and efficient manner. Employees in this classification are under the direct supervision of the Town Clerk.

ESSENTIAL JOB FUNCTIONS

- Greets visitors and answers the phone making the public welcome to Town Hall.
- Receives, sorts, stamps and distributes all in-coming mail.
- Assures that all outgoing mail is properly stamped and delivered on time for mailing.
- Directs citizen complaints, questions or comments to the appropriate department.
- Assists with copying documents and preparing meeting packets as directed.
- Orders and maintains an adequate inventory of office and kitchen supplies.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager and/or Town Clerk.
- Coordinates the repair and maintenance of office equipment.
- Responsible for opening the Town Hall offices at 8:30 a.m. and closing the offices at 4:30 p.m. Monday through Friday or regularly scheduled working hours.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent combination of education and experience preferred.
- Two years of progressively responsible related office support and/or secretarial work experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Application software required: Microsoft Windows, Outlook and Word.
- Knowledge of Microsoft Access, Power Point and Excel a plus.
- Knowledge of the general operation and care of standard office equipment.
- Ability to act independently and understand when to refer situations to a higher level of authority
- Maintain confidentiality of working information

- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed inside in an office environment.
- Ability to communicate effectively both orally and in writing.
- Ability to use computer for extended periods of time.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

Town of Fort Myers Beach Job Description

Position: Aquatic Coordinator
Department: Recreation Department

SUMMARY

This is specialized professional work concerned with administrative, supervisory and lifeguarding tasks in the operation, safety, and maintenance of the outdoor Fort Myers Beach Community Pool in concert with the recreation team. The Aquatic Coordinator will have assignments working with the Bay Oaks coordinators and programs throughout the recreational campus. This employee works under the general direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS

- Manages and supervises full, part-time and seasonal staff. Plans and organizes workloads and staff assignments to ensure proper coverage, staff development and all staff remains current with required certifications. Presents a professional appearance and attitude at all times
- Organizes and manages certified swim classes and lap swim, develop and coordinate all aquatic programming, including water aerobics, the FMB Swim Team,
- Keeps accurate progress records, attendance of staff and patrons.
- Mentors and supports new staff.
- Maintains constant and active surveillance of patrons in the facility; Enforces all policies, rules, and regulations.
- Acts immediately and appropriately to secure safety of patrons in the event of an emergency
- Provides emergency care/treatment as required until the arrival of emergency medical services
- Performs operational duties including monitoring water readings and making adjustments to the chemical balance as needed; backwash filters and maintains a clean facility. Must maintain all local, state and federal requirements for pool operation.
- Test and maintain proper pool water chemistry, and add chemicals as needed; Maintain daily chemical logbooks; Daily cleaning of pools to include: vacuuming, brushing, empty skimmers, trash and debris pick-up, and pool deck maintenance; Inspect, monitor, repair and maintain all pool equipment including, but not limited to, pumps, motors, filters, chlorinators, chemical feed pumps, automated controllers, heaters, and plumbing; Perform routine maintenance on filtration systems and calibrate automated controllers as needed; Inspects and maintains chemical feed system; pool fittings, plumbing, and hardware;
- Perform facility safety inspections to ensure compliance with local, state and federal codes; store pool equipment and tools in a proper manner; perform all tasks and handle pool chemicals safely.
- Oversee vendors associated with the facility.
- Coordinates special aquatics programs, registers participants, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public, as well as development of marketing of programs and facilities.
- Maintains a high level of customer service, Perform assigned tasks without close supervision.
- Read and understand policies and procedures, Operate equipment and tools with skill and safety.
- Aquatic coordinator will be a certified lifeguard and will perform these duties as part of the daily rotation. Will be required to work one day of each weekend
- Assist with other town duties as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Schedules and arranges rentals of aquatic facility.
- Coordinates staff in the development and implementation of aquatics programs.
- Supervises classes, workshops, and activities for persons engaged in aquatics programs and co-sponsored programs.
- Communicates official plans, policies, and procedures to staff and the general public. Responds to public inquiries about aquatics programs; Answer patron's questions and address complaints as necessary.
- Check daily paperwork for accuracy and submit as required, including attendance, accident, and routine accounting reports.
- Assures that assigned areas of responsibility are performed within budget; assists with annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Participates in the development of short- and long-range plans for the aquatic facility.
- Respond to emergency calls as needed.
- Assist with the preparation of the annual department capital improvements program and operating budget.
- Assist with putting together proposals and obtaining quotes for miscellaneous services as approved in the budget.
- Review and approve staff time sheets and vouchers.
- Review and approve invoices for payments in a timely manner.
- Drives and rides Town vehicles.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Two year degree preferred.
- Two (2) years of aquatic supervisory experience preferred.
- Red Cross certificates: Lifeguard, First Aid, CPR/AED for the Professional Rescuer
- Must possess valid Red Cross Water Safety Instructor (WSI) certification
- Possession of a current Certified Pool Operator designation will be required within one month of hire.
- Must have the skills and techniques required to teach swim lessons effectively to a variety of ages.
- Must be a minimum of 18 years old
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Considerable knowledge of safety standards, the equipment, facilities, operations, and techniques used in aquatic programs. Skill in the operation of facility tools and equipment.
- Ability to develop, coordinate, and direct varied activities involved in operation of a community pool.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Critical thinking, math and problem-solving skills.
- Ability to maintain and update all reports and records, including those required by the Health Department.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent.
- Ability to coordinate and account for monies collected.
- Knowledge of word processing and computer applications.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and outdoor facility and may be noisy and bustling. Outdoor work is year round.
- Primary responsibility involves aquatic activities and will require walking, standing and swimming. May involve assisting children and adults in and around the pool and effort should be expected at these levels.
- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.
- General knowledge of the tasks, tools and materials associated with pool equipment and maintenance, including chemicals, supply, and inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Aquatic Supervisor
Department: Parks and Recreation Department

POSITION SUMMARY

This is specialized professional work concerned with administrative and supervisory tasks in the operation, safety, and maintenance of the Fort Myers Beach Community Pool in concert with the recreation development team. Due to the seasonal nature of this work, the Aquatic Supervisor will have assignments working with programs throughout the recreational campus. Assists with Club Rec and other programming at the Bay Oaks Recreational Campus (BORC) as assigned. This employee works under the general direction of the Recreation Manager.

ESSENTIAL JOB FUNCTIONS

- Develop and coordinate all aquatic programming with assistance from the Recreation Manager, including water aerobics, the FMB Swim Team, and swimming lessons.
- Assists with other programs at the Bay Oaks Recreation Campus as directed.
- Monitor water readings and make adjustments to the chemical balance as needed; backwash filters and maintains a clean facility.
- Answer patron's questions and address complaints as necessary.
- Check daily paperwork for accuracy and submit to Recreation Manager and Health Department as required.
- Enforce all Town and facility policies consistently and with courtesy.
- Schedules and arranges rentals of aquatic facility.
- Plans and organizes workloads and staff assignments to ensure proper coverage.
- Trains and motivates assigned staff; reviews progress and recommends changes to the Recreation Manager as needed.
- Reports the needs of the public with consideration to the pool to the Recreation Manager and suggests ways to meet those needs.
- Participates in the development of short- and long-range plans for the aquatic facility.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; assists with annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Prepares attendance, accident, and routine accounting reports.
- Coordinates staff in the development and implementation of aquatics programs.
- Supervises classes, workshops, and activities for persons engaged in aquatics programs and co-sponsored programs.
- Responds to public inquiries about aquatics programs.
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.
- Coordinates special aquatics programs, registers participants, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.

- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or Recreation Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- The required skills would normally be acquired through attainment of an Associate's degree in Recreation, Leisure Services, or closely related field; three (3) years of recreation experience, including aquatic programming.
- Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Considerable knowledge of the equipment, facilities, operations, and techniques used in aquatic programs.
- Skill in the operation of facility tools and equipment.
- Ability to develop, coordinate, and direct varied activities involved in operation of a community pool.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Critical thinking and problem-solving skills.
- Ability to maintain and update all reports and records, including those required by the Health Department.
- Knowledge of word processing and computer applications is a must.
- Possession of a valid Florida driver's license is a requirement for this job.
- Must possess current lifeguard certification, CPR certification, and First Aid certification from an approved certification program (i.e. Red Cross or comparable).
- Possession of a current Certified Pool Operator designation required.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Primary responsibility involves aquatic activities and will require walking, standing and swimming. May involve assisting children and adults in and around the pool and effort should be expected at these levels.
- Environmental factors may vary, and position will require time spent outdoors at all times of year.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability) *This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

Town of Fort Myers Beach Job Description

Position: Team Leader – Beach Patrol
Department: Public Works

POSITION SUMMARY

The Team Leader for Beach Patrol will assist in coordinating the beach patrol staff whose main responsibility includes delivering top-notch customer service to the community while performing compliance with municipal parking and beach bylaws. The Team Leader in conjunction with the Beach Patrol Staff patrols Town areas and carries out operations of the violations of a civil nature pursuant to Town of Fort Myers Beach Ordinances and communicating any observed problems during patrols, such as signs of vandalism on Town property, to other Departments. An employee in this classification works under the direct supervision of the Public Works Director.

ESSENTIAL JOB FUNCTIONS

- The objective of this position is to gain voluntary compliance by being visible and by dealing with the public including residents, business owners, visitors and local agencies, in a positive, effective and courteous manner.
- This position advises residents and visitors of Town ordinances, including littering, possessing alcoholic beverages in public, dogs on the beach without a leash, animal control, recyclable materials two and four wheeled motor driven vehicles, parking vehicles, night sleeping on the beach, parks and recreation areas, removal of nuisance, anti-littering beach and dune management regulations on live shelling, bicycle safety ordinance .
- Investigates and resolves complaints and is responsible for follow-through.
- Schedules and assigns daily work zones and any special work details; verifies time cards and related personnel paperwork.
- Supervises field operations and verifies procedures and policies are followed. Recommend and implement plans or programs to improve safety of operations.
- Rides Town vehicle including all –terrain vehicle and issues summonses for violations found.
- Reports broken meters, missing signage and any situations which may be dangerous for follow-up by the appropriate Town department.
- Responsible for litter and debris removal, wildlife rescue and informational services to the beach going public.
- Ensures all Town-owned or leased equipment and vehicles are maintained in a safe operating condition at all times. Monitor and review all damage claims in conjunction with Risk Management to document and assign responsibility for damages.
- Posts names for court and passes out subpoenas, and coordinates court appearances. Attends magistrate hearings and testifies when necessary.
- Assists, directs and supervises traffic control as needed and in conjunction with law enforcement.
- Supervise special events or functions as they relate to beach rules and regulations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Performs all supply-related tasks for routine and emergency maintenance.
- Thorough knowledge of Town laws and regulations pertaining to beach compliance; Assists the general public by giving directions and answering questions based on knowledge of the Town and surrounding areas.
- Ability to supervise men and women engaged in the patrol and compliance of beach regulations.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Two year degree preferred.
- Three (3) years of parking and or beach operations supervisory experience preferred.
- 5 years Law Enforcement or United States Armed Forces experience preferred; must not have a dishonorable discharge.
- Certification as a Parking Enforcement Specialist in the state of Florida within 2 months of employment and maintain that certification.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.

- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Beach Compliance Ambassador

Department: Public Works

POSITION SUMMARY

The beach patrol team is assigned to work under the direct supervision of the Beach Patrol Team Leader and or his/her designee for compliance related to the Town's beach operations. Staff, whose main responsibility includes delivering top-notch customer service to the community while performing work in ensuring compliance with municipal beach bylaws. The beach patrol team will patrol assigned beach areas and first educate the public and issue citations for beach infractions as instructed by his/her supervisor. The beach patrol team will communicate to his/her supervisor any observed problems during patrols, such as signs of vandalism on Town property, equipment damage or equipment maintenance needs.

ESSENTIAL JOB FUNCTIONS

- The objective of this position is to gain voluntary compliance by being visible and by dealing with the public including residents, business owners, visitors and local agencies, in a positive, effective and courteous manner.
- This position advises residents and visitors of Town ordinances, including littering, possessing alcoholic beverages in public, dogs on the beach without a leash, animal control, recyclable materials, two and four wheeled motor driven vehicles, parking vehicles, night sleeping on the beach, parks and recreation areas, removal of nuisance, anti-littering beach and dune management regulations on live shelling, bicycle safety ordinance .
- Patrols assigned Town locations, identify and cite infractions of Town Code and provide visible presence to deter improper activity.
- This position advises residents and visitors of Town ordinances, related to beach compliance and preservation.
- Rides Town vehicle including all-terrain vehicle and issues summonses for violations found.
- Reports broken meters, missing signage and any situations which may be dangerous for follow-up by the appropriate Town department.
- Watches for parking violations, including overtime, improper, and restricted parking, invalid license plate or invalid inspection sticker, and to issue parking summonses to offenders.
- Ensures all Town-owned or leased equipment and vehicles are maintained in a safe operating condition at all times.
- Assists as directed in response to emergency situations that occur in Town as needed and in conjunction with law enforcement.
- Assist with special events or functions as they relate to enforcement.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Thorough knowledge of Town laws and regulations pertaining to parking enforcement; Assists the general public by giving directions and answering questions based on knowledge of the Town and surrounding areas.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Assist in the maintaining of Town equipment and property.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Three (3) years of parking and or beach operations experience preferred.
- Certification as a Parking Enforcement Specialist in the state of Florida within 2 months of employment and maintain that certification.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- This position is no more than 30 hours per week.
- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Code Compliance Officer
Department: Community Development

GENERAL STATEMENT OF JOB:

Under the general supervision of the Community Development Director, performs professional work to research, evaluate, plan, organize, coordinate and implement field inspections to ensure compliance with the Town's Land Development Code, and local ordinances.

The Code Compliance Officer has considerable public contact in providing citizens with information and advisement; while acting as a public information source with efforts focused on cooperative compliance.

The Code Compliance Officer investigates complaints of violations, issues notices of violation citations for non-compliance, certificates of competency, occupational licensure, certificates of use, proper permitting of signage, and related zoning compliance matters to both the public and private sector in reference to local ordinances, codes, and permits and exercises independent judgment and discretion when determining approaches to achieving compliance.

When necessary the Code Compliance Officer prepares cases for judicial process, preparing reports by providing information regarding investigations, violations and enforcement actions. Represents the Town in interactions with magistrate hearings, governmental agencies, private sector and civic groups.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Provides information and advisement to the public on various code compliance issues, continues and enhances community outreach. Meets with public and community groups to provide information on code compliance procedures.

Performs research and investigative work in determining extent of violation and non-compliance, and in preparing cases for judicial process; attends court cases for the purpose of testifying as directed. Prosecutes cases before the Special Master at Code Enforcement Hearings.

Prepares and maintains reports and records regarding activities, i.e., case files, trip logs, incident reports, warning tickets, citations, affidavits, statements, license reports, etc.

Works in conjunction with other departments engaged in various code compliance tasks, i.e., fire codes, municipal health and sanitation codes, lot mowing, etc.

Responds to citizen inquires both orally and in writing.

Review, evaluate and process applications under the Street Performance Ordinance.

Will be required to operate a motor vehicle including all-terrain vehicle and issues summonses for violations found and performance of assigned tasks.

Performs other related duties as assigned by supervisor or designee.

MINIMUM QUALIFICATIONS:

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Three (3) years of specific vocational experience in investigation, inspection, gathering evidence, building inspections, housing inspections, zoning inspections or health inspections; and direct experience with case management, testimony in courts and/or hearings, and presentations of cases for findings of fact or adjudication experience preferred.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of local codes and ordinances or the means by which to access such; and a thorough knowledge of State Statute Chapter 162; general knowledge of state laws and statutes or the means by which to access such.

Considerable knowledge of research principles and methods, investigation methods and techniques; general knowledge of judicial preparation principles and practices.

Considerable knowledge of report and record keeping principles and techniques. Considerable knowledge of evidence preservation, preparation, and correlation principles and practices.

Skilled in both written and oral communications for effective expression and clarity.

Able to establish and maintain effective-working relationships with supervisor, support staff and other department's position interacts with.

Able to organize and review work for efficient results and accuracy.

Able to exercise independent judgment in both routine and non-routine situations.

Able to perform duties with consistent courtesy and tact in the best interest of the public.

Able to respond to citizen inquiries/concerns with tact and courtesy; Able to work under stressful conditions as required.

Able to issue and follow oral and written instructions; Analyze, organize and review work for efficient results and accuracy.

Knowledge of computers and modern software applications. Experience in Trakit is a plus.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:

Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments. May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 50 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of structures, licenses, and evidence.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems and influence; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Must be able to demonstrate numerical aptitude.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment. Must have excellent levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and/or shades of color.

Interpersonal: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with enforcement situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions. Tasks may require exposure to wetness, humidity, and dust. Tasks may require infrequent exposure to violence.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Director
Department: Community Development

POSITION SUMMARY

This is highly responsible work providing management, leadership and direction to the department of community development in the areas of zoning, planning, building permitting and inspection, via contract with Lee County, enforcement and licensing, development (site plan) review, and environmental review. Incumbent will make recommendations to the Town Manager and Town Council regarding land development issues, and propose changes for the future direction of the Town in balancing the needs of the community, quality of life and development growth within the community.

Work involves responsibility for providing administrative leadership to division coordinators and employees in carrying out the goals and objectives of the programs. The incumbent exercises independent judgment and initiative. Work is subject to general review of the Town Manager who reviews programs for adherence to Town goals and objectives.

ESSENTIAL JOB FUNCTIONS

- Recommends to the Town Manager and Town Council laws, policies, ordinances, resolutions, directives and regulations needed to increase the efficiency and effectiveness of the administrative function of the department and added growth management issues.
- Reviews Community Development programs and projects in progress and initiates new programs as needed, initiates and conducts studies and surveys as an aid in recommending development decisions.
- Plans, directs and coordinates through subordinate employees the operation of the Permitting/ Code Enforcement/Zoning and Development Review departments. Organizes and directs the administrative programs within each of the operating units; organizes, assigns and trains personnel; evaluates work performances; implements employee in service training programs.
- Works with each division in preparing budgets, maintaining monetary controls, and the accounting of appropriations; develops policies and procedures for divisions and units.
- Coordinates with Town Manager on any changes in laws or developments affecting community development.
- Maintains effective working relationships and coordinate between the department and outside agencies; other departments of Town government; members of the general public; Council approved committees, building and development industry, and federal, state and local agencies, officers and officials.
- Exercises supervision over employees conducting zoning, development services, planning, building, environmental and code enforcement reviews.
- Implementation and maintenance of all electronic tracking systems within the department; oversight of the web content and information for the Department of Community Development for both internal and external customers alike
- Manage the implementation of the floodplain regulations for consistency with Federal requirements
- Oversees Planning and Development Services and Enforcement; Permitting and is liaison with other local, county state and federal building, community development and economic development counterparts as related to Town codes.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Thorough knowledge of Town laws and regulations; Assists the general public by answering questions based on knowledge of the Town and surrounding areas.
- Ability to supervise men and women engaged in the town operations.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- A combination of education and experience equivalent to a Bachelor's degree in public administration, business, engineering, or a related field and ten years of community development experience is required.
- Five years management and direct customer service experience in a regulatory environment is preferred.
- Working experience in the implementation of a code enforcement program is preferred.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Possession of, or the ability to obtain, a valid Florida Class "E" Driver's License with an acceptable driving record is required.
- Performance of duties may be necessary during emergency operations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of the principles and practice of governmental planning and development.
- Knowledge of community development codes and ordinances, zoning standards and public management practices.
- Working knowledge of Florida State Statutes as it relates to building, licensing, development and code enforcement
- Ability to plan, develop and coordinate a comprehensive community development program.
- Ability to prepare, administer and monitor budget.
- Ability to think independently, excellent verbal and written skills, interpersonal and cognitive skills, technical knowledge and basic knowledge of legal issues and cases.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent. Familiarity with Trak-it and online programming preferable.
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.

- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements. Work is performed inside in an office environment with occasional work outside.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Contracts Manager
Department: Town Clerk

POSITION SUMMARY

This is specialized professional work responsible for the administration and coordination of the Town's contracts in compliance with the Town's Procurement Policies. Duties include managing all pre-and post- award contract responsibilities for all contracts. Incumbent acts as the Town Clerk in all functions of the office as requested by the Clerk.

ESSENTIAL JOB FUNCTIONS

- Coordinates Town procurement activity with all Town staff and the Town Attorney as needed for the preparation and issuance of invitations to bid and requests for quotations, proposals, requests for qualifications and standard Town contracts pursuant to the requirements of the Town procurement policies.
- Schedules pre-bid conferences, Selection Advisory Committee meetings and public bid openings, including statutorily required advertising and notices. Coordinates with the sponsoring department to provide timely responses to vendor, product and contract inquiries.
- Provides administrative support for sponsoring department by reviewing and insuring compliance with requirements of bids or requests for quotations; prepares evaluation criteria for the Selection Advisory Committee.
- Acts as the Town Clerk in all functions of the office as requested by the Clerk which may require attendance at Council Meetings and other public meetings.
- Maintains a tracking database of all contracts including (*but not limited to*) renewals, expiration dates, amendments and compliance with insurance requirements.
- Maintains a high level of attention to detail.
- Maintains knowledge of current trends and developments in the State of Florida governmental procurement including the CCNA regulations.
- Posts and monitors material to the Town's website as directed and approved by the Town Clerk.
- Prepares and distributes council packets as needed.
- Coordinates all operations of the Town Advisory Committees including (*but not limited to*) terms of office, committee openings, notices of meetings, minutes transcription and record keeping.
- Assists Town Clerk with responses to public record requests as needed.
- Is, or can become a Notary Public within ninety (90) days of employment.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Clerk.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Business Administration, Public Administration, Government Finance or possession of Master Municipal Clerk or Certified Municipal Clerk designation in the State of Florida is preferred.
- Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Working knowledge of local government operations.
- Strong written and verbal communication, organizational and problem solving skills
- Ability to assimilate and explain technical information about projects.
- Requires the ability to work in a team environment, assist department heads and staff, and coordinate with the Town Attorney. Occasional attendance at evening meetings may be required.
- Must be a self-starter and able to work independently. Proficiency in Microsoft Office required.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed in an office environment.
- Ability to communicate effectively both orally and in writing
- Ability to use computer for extended hours
- Occasional evening or weekend hours may be required
- Possess sight/hearing senses, or use of prosthetics that will enable the senses to function adequately so the requirements of this position can be fully met.
- Possession of a valid Florida driver's license.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Environmental Educator

Department: Cultural Resources

POSITION SUMMARY

This is a permanent full time position requiring 40 hours per week with a varying schedule of Tuesday through Saturday. Responsible for organizing and conducting outdoor and indoor educational programs and activities related to area history, archaeology, and environment of the Mound House and Newton Beach Park. Works under the direct supervision of the Cultural Resources Director/ Mound House Museum Director. Supervises contractual, student intern and volunteer workers as assigned.

ESSENTIAL JOB FUNCTIONS

- Assists in planning, coordinating and implementing of public historic and environmental programs including kayak tours, beach walks, boat tours, summer camps, festivals, guided tours, and special events both on- and off-site for Mound House and Newton Beach Park.
- Responsible for all aspects of kayak tours and beach walks; this includes preparation, actually leading the tours with the required equipment and the ability to assist the public with various needs during the prep, operation and completion of the tours.
- Create a learning strategy to engage residents, students and visitors that directly relates to the mission of the Mound House Museum.
- Develop programs, presentations, specialty tours, and interactive activities around particular exhibitions or in response to particular themes or annual festivals.
- Liaise with schools, colleges and teachers to promote the use of the collections and activities of the museum in line with various curriculum; create and develop educational resources for visitors, schools, families and special interest groups.
- Deliver presentations, workshops and interpretive activities in partnership with community groups.
- Manage teams of volunteers; assist in the training of volunteers the proper techniques for interpretive programs and how to articulate the program curriculum.
- Facilitate cultural and environmental-inspired activities in the local community in response to requests from schools and community groups or to promote particular exhibitions and or programs.
- Collate, analyze and apply feedback on the educational activities provided.
- Receives and responds to public inquiries about Mound House and Newton Beach Park history and programs, and other area cultural resources.
- Assists with seeking sponsorships and volunteers for the Mound House and Newton Historic Park; represent and promote the museum on external educational bodies in order to establish a network of useful and productive partnerships; work with other museum staff to develop and market the museum and the events program.
- Develops cooperative partnerships with area schools, community organizations, and other environmental institutions for the enhancement and support of Fort Myers Beach Cultural Resources.

- Develops and maintains good working relationships with the general public, coworkers, volunteers, and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Cultural Resources Director/ Mound House Museum Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, dispensing general information to the public and covering ticket sales and assisting in the museum store when needed.
- Identifies and notifies supervisor of problems on the beach, Mound House grounds and of the operational facilities.
- Recognizes plant communities. Implements site restoration projects such as reforestation and erosion control. Implements water resources management plan. Implements vegetation plans, recognizes communities and maintains optimum species control via physical, natural and chemical means.
- Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in environmental science, biology, education or a related field.
- Three years of canoeing/kayaking or wilderness guide, outdoor interpreter experience, including education programming.
- Confidence in dealing with the public and addressing groups of people.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must have current CPR and First Aid certification upon date of hire; Wilderness First Aid preferred.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in local ecology and human-environment issues; Positive attitude and enthusiasm for the job.
- Ability to accomplish work which requires physical stamina.
- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and some evenings.
- Self-motivation and the ability to work independently.

- Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, and all ages of general public.
- Ability to prepare routine administrative paperwork; Ability to analyze and organize data and prepare records and reports.
- Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.
- Knowledge of customer service standards and procedures; Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote Mound House and Newton Beach Park activities and programs; thorough knowledge of the policies, procedures, rules and regulations governing the educational program area assigned.
- Ability to evaluate the effectiveness of education programs and activities.
- Ability to plan and supervise the work of volunteers and interns.
- Ability to successfully work with and serve a diverse local community and visitors.
- Knowledge of occupational safety rules and practices.
- Knowledge of proper care and maintenance of native vegetation; Assists in the maintenance and cleanliness of grounds and facilities.
- Operates a variety of equipment including golf cart transportation, vans, kayaks, and marine equipment, including attending appropriate training to securing valid certificates.
- Maintains the physical ability to assist in transporting kayaks and related equipment, equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is outdoors, based from a cultural and environmental learning center in a park and marine setting.
- Medium physical effort; Requires handling of average-weight objects up to 50 pounds and standing, walking, and paddling and helping visitors get in and out of kayaks in unstable footing conditions. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; and is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment

Town of Fort Myers Beach Job Description

Position: Environmental Educator

Department: Cultural Resources

POSITION SUMMARY

This is a permanent full time position requiring 40 hours per week with a varying schedule of Tuesday through Saturday. Responsible for organizing and conducting outdoor and indoor educational programs and activities related to area history, archaeology, and environment of the Mound House and Newton Beach Park. Works under the direct supervision of the Cultural Resources Director/ Mound House Museum Director. Supervises contractual, student intern and volunteer workers as assigned.

ESSENTIAL JOB FUNCTIONS

- Assists in planning, coordinating and implementing of public historic and environmental programs including kayak tours, beach walks, boat tours, summer camps, festivals, guided tours, and special events both on- and off-site for Mound House and Newton Beach Park.
- Responsible for all aspects of kayak tours and beach walks; this includes preparation, actually leading the tours with the required equipment and the ability to assist the public with various needs during the prep, operation and completion of the tours.
- Create a learning strategy to engage residents, students and visitors that directly relates to the mission of the Mound House Museum.
- Develop programs, presentations, specialty tours, and interactive activities around particular exhibitions or in response to particular themes or annual festivals.
- Liaise with schools, colleges and teachers to promote the use of the collections and activities of the museum in line with various curriculum; create and develop educational resources for visitors, schools, families and special interest groups.
- Deliver presentations, workshops and interpretive activities in partnership with community groups.
- Manage teams of volunteers; assist in the training of volunteers the proper techniques for interpretive programs and how to articulate the program curriculum.
- Facilitate cultural and environmental-inspired activities in the local community in response to requests from schools and community groups or to promote particular exhibitions and or programs.
- Collate, analyze and apply feedback on the educational activities provided.
- Receives and responds to public inquiries about Mound House and Newton Beach Park history and programs, and other area cultural resources.
- Assists with seeking sponsorships and volunteers for the Mound House and Newton Historic Park; represent and promote the museum on external educational bodies in order to establish a network of useful and productive partnerships; work with other museum staff to develop and market the museum and the events program.
- Develops cooperative partnerships with area schools, community organizations, and other environmental institutions for the enhancement and support of Fort Myers Beach Cultural Resources.

- Develops and maintains good working relationships with the general public, coworkers, volunteers, and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Cultural Resources Director/ Mound House Museum Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, dispensing general information to the public and covering ticket sales and assisting in the museum store when needed.
- Identifies and notifies supervisor of problems on the beach, Mound House grounds and of the operational facilities.
- Recognizes plant communities. Implements site restoration projects such as reforestation and erosion control. Implements water resources management plan. Implements vegetation plans, recognizes communities and maintains optimum species control via physical, natural and chemical means.
- Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in environmental science, biology, education or a related field.
- Three years of canoeing/kayaking or wilderness guide, outdoor interpreter experience, including education programming.
- Confidence in dealing with the public and addressing groups of people.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must have current CPR and First Aid certification upon date of hire; Wilderness First Aid preferred.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in local ecology and human-environment issues; Positive attitude and enthusiasm for the job.
- Ability to accomplish work which requires physical stamina.
- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and some evenings.
- Self-motivation and the ability to work independently.

- Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, and all ages of general public.
- Ability to prepare routine administrative paperwork; Ability to analyze and organize data and prepare records and reports.
- Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.
- Knowledge of customer service standards and procedures; Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote Mound House and Newton Beach Park activities and programs; thorough knowledge of the policies, procedures, rules and regulations governing the educational program area assigned.
- Ability to evaluate the effectiveness of education programs and activities.
- Ability to plan and supervise the work of volunteers and interns.
- Ability to successfully work with and serve a diverse local community and visitors.
- Knowledge of occupational safety rules and practices.
- Knowledge of proper care and maintenance of native vegetation; Assists in the maintenance and cleanliness of grounds and facilities.
- Operates a variety of equipment including golf cart transportation, vans, kayaks, and marine equipment, including attending appropriate training to securing valid certificates.
- Maintains the physical ability to assist in transporting kayaks and related equipment, equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is outdoors, based from a cultural and environmental learning center in a park and marine setting.
- Medium physical effort; Requires handling of average-weight objects up to 50 pounds and standing, walking, and paddling and helping visitors get in and out of kayaks in unstable footing conditions. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; and is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment

Town of Fort Myers Beach Job Description

Position: Environmental Science/Stormwater Maintenance Technician
Department: Community Development

GENERAL STATEMENT OF JOB:

Under the general supervision of the Public Works Director, performs professional work to evaluate, plan, organize, coordinate and implement the Town's environmental programs, stewardship and compliance with permit regulations related to the Town's land, beach and marine environment, as well as the Town's storm water and National Pollutant Discharge Elimination System (NPDES). Implements and adapts environmental management plans, and designs and directs environmental management programs. Assesses environmental quality and impacts. Provides expert information/opinion/evaluation of environmental issues. Represents the Town in interactions with governmental agencies, private sector and civic groups. Assists with obtaining grant funds and providing information for funding. Duties may include conducting water quality data collection and analysis, and researching environmental issues such as shoreline enhancement. Primary emphasis is in aquatic and wetland ecosystems, though work in terrestrial ecosystems is performed. Position has considerable public contact in providing citizens with information and advisement. Supervises assigned personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Investigates and resolves complaints related to the land, beach and storm water including vehicles, beach and dune management, parks and recreation areas, regulations on live shelling and turtle and bird nesting and appropriate follow-through.

Required to operate a motor vehicle and an all-terrain vehicle in performance of assigned tasks.

Designs and schedules ecological scientific research.

Assesses environmental quality and impacts and makes recommendations, conducts water quality monitoring, sampling, and laboratory analysis in both fresh and marine water ecosystems.

Conducts ecological sampling, surveys, and analyses of plant and animal communities in aquatic, wetland, and terrestrial ecosystems.

Oversees environmental management and planning. Responsible for implementation and compliance of the Coastal Master Plan and the Storm water Master Plan, including NPDES.

Compiles collected data and enter data into the computer system. Edits information and performs statistical analysis.

Develops information materials from summarized analyses.

Summarizes findings for topics such as pesticide/heavy metals, water height, storm water quality, and nutrient levels.

Designs, constructs, and maintains various habitats.

Provides information and advisement to the public on various ecological programs and environmental issues. Continue and enhance community outreach.

Works with other agencies/Town departments on behalf of Fort Myers Beach ecological resources; protection of established wildlife nesting sites, litter and debris removal, wildlife rescue, vending licenses for beach-orientated commercial uses including personal watercraft, para sailing and beach furniture and informational services to the beach going public.

Keeps Town compliance with all applicable permits and reporting requirements.

Performs other related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Ecology or Environmental Science, or Natural Resource Management preferred. Combination of work and education will be considered and may be substituted.

Must possess a valid state driver's license with an acceptable driving record and obtain a valid Florida driver's license within 30 days. Must be eligible to work in the United States and successfully pass a background check, alcohol and drug test.

Must be able to acquire any necessary certifications within 6 months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge or demonstrated ability to learn Florida's estuarine environments, aquatic sciences, and physical /chemical behavior of surface waters.

Requisites: Knowledge of county, state and federal laws and regulations pertaining to environmental sciences, principals and practices, particularly as applied to local vegetative communities, land use planning, coastal management, wildlife, storm water management and public land acquisition and law.

Scientific field data collection, compilation, statistical analysis, principles and techniques.

Knowledge of report and record maintenance principles and procedures.

Ecological principles and environmental management practices and techniques.

Knowledge of research principles and methods.

Knowledge of computers and modern software applications. Experience in ESRI GIS is a plus.

Acts as Town's environmental representative to other governmental agencies.

Skilled in boating operations and marine equipment, scientific instruments and equipment related to job such as pumps, etc. and related safety measures.

Skilled in environmental sampling and related equipment maintenance and operations.

Skilled in both written and oral communications for effective expression and clarity.

Able to respond to citizen inquiries/concerns with tact and courtesy.

Analyze, organize and review work for efficient results and accuracy.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:

May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 50 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics of equipment, projects, habitats, and statistics.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English

Language Ability: Requires the ability to read a variety of materials relevant to environmental science and ecological issues.

Intelligence: Requires the ability to analyze data sources, research issues, and draw scientific conclusions in summarizing and applying results.

Must be able to demonstrate numerical aptitude.

Form/Spatial Aptitude: Ability to interpret and understand various forms of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment. Must have excellent levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and/or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of educational and vocational backgrounds. Must be able to perform under stress.

Physical Communication: Requires the ability to speak talk, but may not require the ability to hear.

Environmental Requirements: Tasks are performed with frequent exposure to adverse environmental conditions. Tasks may require use of various strong/toxic chemical agents.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Finance Coordinator
Department: Finance

POSITION SUMMARY

The work involves checking/matching/researching data and verifying accuracy of accounting documents in order to process, record, balance and/or reconcile transactions, data and/or input/output in accordance with established internal guidelines, procedures and practices. Employees in this classification work under the direct supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS

- Enters pre-reviewed data in accounting system to process transactions relative to assigned accounting support function in a timely, comprehensive and error-free manner.
- Updates data by executing appropriate corrections, additions and deletions.
- Balances and/or reconciles transactions, accounts and or data entry in accordance with standard practices.
- Processes work in a manner resulting in a complete and evident audit trail.
- Prepares comprehensive and accurate documentation of transactions and adjustments; maintains files in a timely and complete manner and ensures that reference materials are maintained in a timely and comprehensive manner to forestall the application or dissemination of inaccurate information.
- Maintains positive vendor relationships by providing prompt and appropriate responses to inquiries/issues/concerns; follows through with respect to commitments and corrections; provides customer with confirmation of actions taken; refers matters outside personal scope of authority to appropriate individual.
- Performs accounts payable, receivable and payroll functions.
- Process new hire paperwork and insurance enrollment.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager and/or the Finance Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited four-year college or university with a Bachelor's degree in accounting, business administration, finance or any related field or an equivalent combination of education, training and experience. Two (2) years of combined work. Possession of a valid Florida Class "E" Driver's License with an acceptable driving record is required preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager and/or the Finance Director
- Knowledge of basic state and/or local regulations affecting the assigned accounting function
- Knowledge of modern office procedures, practices, equipment, software
- Knowledge of payroll rules and regulations
- Knowledge of *Main Street* software a plus
- Good oral and written communication skills

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed inside in an office environment with occasional work outside.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Director
Department: Finance

POSITION SUMMARY

The Finance Director serves as the Town's Chief Financial Officer. The ideal candidate will have the background, skills, experience, and attitude necessary to work independently while meeting all applicable Town, State, Federal and GFOA deadlines and guidelines relating to the successful administration of the Town's financial operation. The successful candidate will be expected to manage, oversee, or direct all facets of the Town's financial operation, including but not limited to:

- Governmental accounting, auditing, and financial reporting
- Treasury and investment management
- Debt management
- Coordination of the annual audit process
- Payroll
- Banking and credit card processes
- Retirement system compliance
- Budgeting and Grant compliance
- Asset Management

Provides recommendations to the Town Manager for strategic direction of fiscal policy matters to maintain and enhance the financial health of the Town and works under the direct supervision of the Town Manager.

ESSENTIAL JOB FUNCTIONS

- The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.
- Administers the following finance functions: budgetary accounting, financial reporting, payroll, accounts payable, fixed asset accounting, cash flow/investment/revenue collections, utility billing and collections.
- Prepares and presents to the Town Council, through the Town Manager, a monthly statement and report of the financial condition of the Town and other required financial reports; Prepares and publishes the Annual Financial Report for the Town, including state and federal compliance reporting and related agency reports.
- Supervises the central collecting agency (water utility, central parking, refuse collection, recreation, cultural affairs, permitting and harborage services) for all monies due the Town.
- Prepares and publishes the Annual Budget.
- Prepares the preliminary budget with proposed alternatives; presents preliminary budget during budget workshops, including forecasting all revenues and capital requirements for all funds up to four years.
- Monitors retirement plan, including OPEB.
- Recommends policies for and monitors all investment activities for the Town's portfolio.

- Oversees finance system replacement and/or enhancements.
- Controls, monitors, invests, and projects cash resources; assures available funds at all times, including disasters.
- Analyzes and presents rate analysis for user fees pertaining to utilities, parks, recreation, etc.
- Monitors all grants and assures the proper accounting of revenues and expenditures and compliance.
- Conducts internal audit functions, reviews time cards, prepares checks, balances taxes, balances accounts receivable and payable, payroll, and sewer accounts receivable and transfers. Reviews, updates and monitors existing internal financial controls.
- Prepares and presents topics that pertain to the Town's finances for the Town Council, the general public, civic groups, and management. Writes and re-writes ordinances and resolutions that relate to the financial sections of the Town code.
- Advises and aids in negotiations of major contracts that involve utilities, auditing, banking, credit card, online payments etc.
- Develops and implements customer relations/service policies and procedures; provides advice on adjustments, as well as handles requests for adjustments by customers.
- Reviews management policies and procedures; advises Town Manager of alternatives for improvement. Keeps informed of new trends, developments, laws and regulations impacting the activities of the Finance Office.
- Maintains assets records for General Fixed Assets, as well as Enterprise Assets that are depreciated.
- Operates a personal computer or other equipment as necessary to complete essential functions, to include the use word processing, spreadsheet, database, or other system software.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Required: CPA or Bachelor's degree in accounting, finance, or related field.
- Highly Preferred CPA, CPFO or CGFO.
- Six years of progressively responsible municipal related accounting; three years supervisory experience; or any equivalent combination of education, training and experience which provides the requisite knowledge and skills for the job.
- Significant experience with advanced spreadsheet software.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough background and credit check, and alcohol and drug test.
- Must successfully pass required FEMA certifications.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.

- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Significant knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to maintain efficient and effective financial systems and procedures including proficiency using spreadsheets. Ability to apply sound administrative and fiscal practices.
- Strong interpersonal skills; Ability to meet effectively with the public, governmental representatives, consultant and other interested groups and express ideas clearly and concisely, both orally and in writing. Understanding of the Town's political environment and sensitivities; ability to function effectively within that environment.
- Ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and town officials.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic principles, formulas, and calculations.
- Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.
- Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

- Sensory Requirements: Some tasks require the ability to communicate orally and interact with other employees and the public through the use of the telephone and personal contact.
- Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements. Work is performed inside in an office environment with occasional work outside.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

POSITION: Lead Summer Camp Counselor
DEPARTMENT: Recreation Department

POSITION SUMMARY

This is a seasonal position with a varying schedule. Lead Summer Camp Counselors assist in activities at the Bay Oaks Recreational Campus Summer Camp and are accountable for all campers throughout the day. Lead Summer Camp Counselors must be responsible, reliable, patient and trustworthy, possess good leadership skills, and enjoy working with children. Lead Summer Camp Counselors work under the direct supervision of the Youth Program Coordinator.

ESSENTIAL JOB FUNCTIONS

- Supervising campers during each day of Summer Camp and during all camp events. If a problem occurs involving a camper, Lead Summer Camp Counselors are responsible for addressing the problem and following up with the Youth Program Coordinator.
- Address any behavioral problems that may arise. If the problem requires attention of a higher authority, the Counselor will seek direction from the Youth Program Coordinator and/or the Recreation Manager.
- Help and encourage campers and other counselors; support others through teamwork, dedication and guidance in order to achieve excellence in all tasks and activities.
- Knowledge of all rules, regulations and policies set by the camp and set examples for other counselors and campers by following each rule and policy accordingly.
- Develop and maintain good working relationships with the general public, coworkers and the program participants.
- Group supervision of campers with attention to all of the following: program function, camper health, happiness, discipline, cleanliness, safety, character and skill development.
- Be aware of and address the social adjustment of each camper.
- Help campers plan, carry out and evaluate projects and activities.
- Promote camper participation in all activities.
- Assist other counselors with planning activities, games and special projects.
- Teach or assist with camp programs and encourage camper participation.
- Exhibit personal habits, health, dress, speech, table etiquette and relationships with other staff that serve as a beneficial model to campers.
- Set a good example in all behaviors and habits at camp.
- Work with the Youth Program Coordinator and other camp staff to resolve difficulties with facilities, programs and campers.
- Performs other duties of this position or related positions as may become necessary or as directed by the Youth Program Coordinator and/or Recreation Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED and must be 18 years of age.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, including if required for programming, Live Scan or other test required by Department of Children and Family Services, and alcohol and drug test.
- Must possess CPR and First Aid certification before beginning work.
- Ability to work as a team member with other counselors and adult staff members.
- Experience in working with children in a group setting.
- Responsible, friendly, enthusiastic, patient and willing to learn.
- Participation in counselor training.
- Ability to read and follow written and oral instructions.
- Must be a United States Citizen or eligible to work in the United States.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, coworkers, and the general public.
- Ability to follow routine verbal and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Environmental factors may vary, and position will require some time spent outdoors at all times of year.
- Ability to work in varying and adverse weather conditions including heat, cold, rain and in the community center, pool and field areas; as well as off-site locations.
- May be required to work hours other than the regular camp hours including, early evening and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Task involved the regular, and at times, sustained performance of

heavier physical tasks such as walking, running over rough or uneven surfaces, bending, stooping, and lifting and/or carrying moderately heavy (20 – 30 pound) items, such as recreation equipment.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

Town of Fort Myers Beach Job Description

Position: Lifeguard I
Department: Recreation

POSITION SUMMARY

This is skilled water safety work involving the prevention of accidents and injuries and responding with effective care and treatment to emergency situations at aquatic pool areas. Employees in this position work independently with periodic supervision provided by the Aquatic Coordinator or designee.

ESSENTIAL JOB FUNCTIONS

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate activity reports.
- Performs other duties of this position or related positions as may become necessary or as directed by the Aquatic Coordinator or designee.
- Must possess current lifeguard certification, CPR & AED certification, and First Aid certification from an approved certification program (i.e. Red Cross or comparable).

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Must be at least 17 years old.
- One (1) year of lifeguard experience is preferred.
- Certification as a lifeguard, CPR & AED certification, and First Aid certification from an approved certification program (i.e. Red Cross or comparable).
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of water rescue methods, CPR, AED, and first aid techniques. Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, coworkers, and the general public.
- Ability to follow routine verbal and written instructions.

- Ability to communicate effectively both orally and in writing.
- Positive attitude and enthusiasm for the job.
- Knowledge of park rules and regulations concerning public safety.
- Ability to handle frightened or injured persons in the water.
- Ability to react quickly and calmly in emergency situations.
- Ability to enforce rules and regulations firmly but tactfully.
- Ability to remain alert over long periods of time.
- Ability to maintain effective working relationships with supervisors, employees, and the general public.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to work in varying and adverse weather conditions including heat, cold, rain, wind and in the community center, pool and field areas; as well as off-site locations. Environmental factors may vary, and position will require some time spent outdoors at all times of year.
- Work takes place in a bustling, noisy aquatic center environment and may be hectic and busy.
- Physical effort includes: moving heavy objects (up to 50 pounds) short distances (20 feet or less), sitting, swimming, stretching, reaching, balancing, climbing, walking and standing; occasional running and physical effort involved in first aid and lifesaving activities.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Work environment is a community recreation campus and may be noisy and bustling.
- May be required to work hours other than the pool opening hours including, early evening and holidays and during emergency situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Maintenance Worker – Historical Properties

Department: Public Works

POSITION SUMMARY

The Maintenance Worker – Historical Properties under the direct supervision of the Public Works Maintenance Supervisor in conjunction with the Museum Director, provides general assistance in support of assigned operations including, but not limited to: designee for the general maintenance of streets, roadways, canals, storm water system, beach accesses and town owned facilities. General manual labor; clean and perform routine maintenance of Town beaches, open spaces, and community service facilities.

ESSENTIAL JOB FUNCTIONS

Constructs, maintains and repairs signage, parking lots, Rights of Way, small buildings, fences, trails, service roads, fire lanes, boardwalks, picnic sites, boat ramps, docks, beach accesses, storm water, streets and sidewalks and all other necessary facilities. Skilled in carpentry, plumbing, landscaping, irrigation and general building repair and maintenance. Maintains cleanliness of grounds and facilities. Operates a variety of equipment including chainsaws, lawn mowers, weed-eaters, blowers, ATVs, motor vehicles up to 2 ton class hauling debris, fill, etc., including attending appropriate training to securing valid certificates. Maintains the physical ability to assist in transporting lumber, supplies, etc., equivalent to 50 pounds singly and 100 pounds jointly.

Performs, as directed by Museum Director and according to historical guidelines, custodial and routine repair and maintenance duties to beach access facilities, including public restrooms; sweeps, mops and buffs floors; vacuums carpet, rugs, steps and mats; cleans and sanitizes restrooms; cleans grounds; removes trash; cleans windows and furniture; performs minor and routine repairs to community service facilities, such as replacing lightbulbs, painting and patching drywall.

As directed, organizes and sets up chairs, tables, kitchen and other equipment for assigned events.

Follows the landscape plan for both Mound House and Newton Park as directed by the Museum Director and following the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes.

Recognizes plant communities. Implements site restoration projects such as reforestation and erosion control. Implements water resources management plan. Implements vegetation plans, recognizes communities and maintains optimum species control via physical, natural and chemical means.

Assists in emergency preparedness and evacuation activities as directed.

Performs other duties of this position or related positions as may become necessary or as directed by the Maintenance Supervisor, Public Works Director or his/her designee.

Explains facilities and services provided for public use, enjoyment and education; meets visitors, answers questions, provides information and directions. Attempts to resolve visitor complaints while maintaining good public relations.

Prepares forms and reports on a wide range of subjects including fees, receipts, visitor use, visitor contacts, patrols, wildlife sightings and population counts, accidents, crisis and miscellaneous incidents, vehicle, boat and equipment operations, property records, purchase orders and requisitions, etc.

Coordinates and oversees work projects and capital improvements; prepares project pricing. Answers telephone, operates radio equipment and maintains logs. Prepares forms and reports on a wide range of subjects including fees, receipts, visitor use, visitor contacts, patrols, wildlife sightings and population counts, accidents, crisis and miscellaneous incidents, vehicle, boat and equipment operations, property records, purchase orders and requisitions, etc. Coordinates and oversees work projects and capital improvements, prepares project pricing.

Explains facilities and services provided for public use, enjoyment and education; meets visitors, answers questions, provides information and directions. Attempts to resolve visitor complaints while maintaining good public relations.

Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Assist with upkeep of Town facilities. Maintenance of Town Hall and water utility facilities; and any Town owned or maintained facility.
- Operates, maintains and performs minor repairs of beach cleaning equipment.
- Performs all solid waste removal activities, including loading and unloading, in the Times Square, Old San Carlos and downtown sections of Town, beach and beach accesses Performs Matanzas Bridge maintenance.
- Identifies and notifies supervisor of problems on the beach, parks, streets and facilities.
- Recognizes plant communities. Implements site restoration projects such as reforestation and erosion control. Implements water resources management plan. Implements vegetation plans, recognizes communities and maintains optimum species control via physical, natural and chemical means.
- Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of street, building and environmental maintenance
- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.
- Constructs, maintains and repairs small buildings, fences, trails, service roads, fire lanes, boardwalks, picnic sites, boat ramps, docks and all other necessary facilities.
- Skilled in carpentry, plumbing, landscaping, irrigation and general building repair and maintenance.
- Maintains cleanliness of grounds and facilities.
- Operates a variety of equipment including chainsaws, lawn mowers, weed-eaters, blowers, ATVs, motor vehicles up to 2 ton class hauling debris, fill, etc., including attending appropriate training to securing valid certificates.
- Maintains the physical ability to assist in transporting lumber, supplies, etc., equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.

- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Maintenance Worker – Bay Oaks Recreation Campus
(Part-Time- \$11.00-\$16.00 Hourly)

Department: Parks & Recreation

POSITION SUMMARY

Under the direction and supervision of the Parks and Recreation Director, supervises, coordinates, schedules, and implements maintenance and improvement activities for all recreation facilities. Performs a variety of routine and skilled maintenance, construction, custodial and repair activities involving recreation buildings, grounds and equipment.

ESSENTIAL JOB FUNCTIONS

- Maintains, or supervises the maintenance of the Bay Oaks Recreation Campus including the park, ball fields, recreational building, and other related recreational facilities and equipment.
- Prepares and maintains maintenance schedules for grounds and facilities as related to recreational programming and events.
- Cleans lawns, patios, and sidewalks and picks up leaves and litter.
- Trims and prunes tree branches.
- Operates and performs maintenance on power equipment such as changing oil, and parts lubrication and adjustment.
- Repairs benches, playground equipment and sprinklers.
- Paints building surfaces, picnic tables, etc.
- Drags, lines and prepares fields for athletic programs as needed and as directed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Coordinates preparation of parks and facilities, and the proper disbursement of equipment for games, events, and other activities.
- Performs equipment maintenance, servicing and repairs.
- Implements parks and facilities improvement projects.
- Posts and maintains appropriate signage to ensure user safety and compliance.
- Schedules and completes routine campus cleaning such as emptying and cleaning all trash containers, mowing fields, performing landscaping duties, etc.
- Maintains the interiors of buildings including organizing the storage facilities, and replacing light bulbs, making minor repairs, and other necessary functions.
- Assists Recreation staff in maintaining, cleaning, and repairing all program equipment and supplies.
- Prepares and sets up activity rooms and campus grounds for recreation and senior programs, special events, and classes.

- Keeps abreast of new developments in the field, new methods and techniques and current issues through continued education and professional growth.
- Performs other duties of this position or related positions as may become necessary or as directed by the Parks and Recreation Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of street, building, and environmental maintenance.
- Strong interpersonal skills; Ability to communicate orally and in writing.
- Knowledge of word processing and computer applications is a plus.
- Possession of a valid Florida driver license is required for employees in this classification.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Thorough knowledge of the practices, methods, and equipment utilized in grounds and park maintenance and development, including the planting, cultivation, pruning and care of lawns, flowers, shrubs, plants and trees.
- Strong working knowledge of the equipment, methods, procedures, and tasks involved in building and grounds maintenance and repair.
- Knowledge of and ability to safely operate equipment necessary to maintain parks and facilities.
- Able to work safely without presenting a direct threat to self or others.
- Knowledge of the practices and safety issues involved in maintaining public facilities.
- Knowledge of the supplies, equipment and facilities utilized in recreation programs and sporting leagues.
- Skill in organizing schedules and coordinating associated resources.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with staff, volunteers, program participants, vendors, other governmental agencies and the public.
- Ability to work effectively within deadlines, under stress, and with changing work priorities.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises.
- Physical effort includes: moving heavy objects (up to 50 pounds) short distances (20 feet or less); bending or stooping repeatedly over time, stretching, reaching, balancing, climbing, walking and standing.

- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Work may require periodic exposure to adverse environmental conditions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability) This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Maintenance Worker - Beach
Department: Public Works

POSITION SUMMARY

The Maintenance Worker – Beach under the direct supervision of the Crew Leader - Beach, provides general assistance in support of assigned operations including, but not limited to: general manual labor; clean and perform routine maintenance of Town beaches, beach and bay accesses, open spaces, and community service facilities. Position is funded through Tourist Development Tax funding.

ESSENTIAL JOB FUNCTIONS

- Cleans Town beaches, bay and beach accesses and open spaces; removes trash including lifting and carrying containers; works alone and as part of a team.
- Operates, maintains and performs minor repairs of beach cleaning equipment and related work tools; checks equipment after use.
- Performs custodial and routine repair and maintenance duties at Town Hall, Mound House, Newton Park and water utility facilities; and any Town owned or maintained facility, including public restrooms; sweeps, mops and buffs floors; vacuums carpet, rugs, steps and mats; cleans and sanitizes restrooms; orders and replenishes assigned supplies; cleans grounds; removes trash; cleans windows and furniture; performs minor and routine repairs to community service facilities, such as replacing lightbulbs, painting and patching drywall.
- Maintenance of street and sidewalk sweeping. Identifies and, via radio, notifies management of problems on the beach, parks and streets.
- Rides Town vehicle including all –terrain vehicle.
- Performs all duties in conformance to appropriate safety and security standards.
- Provides general assistance and information to visitors to the community center and beach-goers; appropriately responds to or resolves routine questions, inquiries and complaints; if warranted, refers requests and complaints to management.
- Performs other duties of this position or related positions as may become necessary or as directed by the Maintenance Supervisor, Public Works Director or his/her designee.
- Assists in emergency preparedness and evacuation activities as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- As directed, organizes and sets up chairs, tables, kitchen and other equipment for assigned events.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of street, building and environmental maintenance
- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Must possess a valid Florida Driver's License with acceptable driving record.

- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Maintenance Worker
Department: Public Works

POSITION SUMMARY

The Maintenance Worker under the direct supervision of the Town's Crew Leader, provides general assistance in support of assigned operations including, but not limited to: designee for the general maintenance of streets, roadways, canals, storm water system, beach accesses and town owned facilities. General manual labor; clean and perform routine maintenance of Town beaches, open spaces, and community service facilities.

ESSENTIAL JOB FUNCTIONS

- Performs all solid waste removal activities, including loading and unloading, in the Times Square, Old San Carlos and downtown sections of Town, beach and beach accesses Performs Matanzas Bridge maintenance.
- Performs site and beach access maintenance activities including trash removal.
- Maintenance of directional and instructional signage.
- Performs beach access maintenance activities including trash removal. Maintenance of all related visitor parking lots.
- Performs ROW (right of way) maintenance, mowing and debris removal.
- Performs storm water system maintenance.
- Performs Matanzas Bridge maintenance.
- Maintenance of street and sidewalk sweeping.
- Maintenance of Town Hall, Mound House, Newton Park and water utility facilities; and any Town owned or maintained facility.
- Maintenance of directional and instructional signage.
- Performs, as directed custodial and routine repair and maintenance duties to beach access facilities, including public restrooms; sweeps, mops and buffs floors; vacuums carpet, rugs, steps and mats; cleans and sanitizes restrooms; cleans grounds; removes trash; cleans windows and furniture; performs minor and routine repairs to community service facilities, such as replacing lightbulbs, painting and patching drywall.
- Assists in emergency preparedness and evacuation activities as directed.
- As directed, organizes and sets up chairs, tables, kitchen and other equipment for assigned events.
- Performs other duties of this position or related positions as may become necessary or as directed by the Maintenance Supervisor, Public Works Director or his/her designee.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Assist with upkeep of Town facilities. Maintenance of Town Hall and water utility facilities; and any Town owned or maintained facility.
- Operates, maintains and performs minor repairs of beach cleaning equipment.
- Identifies and notifies supervisor of problems on the beach, parks, streets and facilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of street, building and environmental maintenance
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.

- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Updated 10.1.2014

Town of Fort Myers Beach Job Description

Position: Museum Director
Department: Town Manager

POSITION SUMMARY

Responsible for the leadership and the overall operations, development, management, planning, administration, facilities, security, curatorial affairs, marketing and fund raising for the museum.

ESSENTIAL JOB FUNCTIONS

- Oversees the museum.
- Responsible for revenue enhancements including fund raising, grants, contributions and donations.
- Coordinates and evaluates museum programs and special events.
- Organizes and coordinates personnel in the implementation of museum programs and exhibits.
- Prepares and submits reports relating to the museum programs and facility.
- Plans, designs, and implements onsite exhibitions relating to art, history, and anthropology.
- Directs curatorial program and directs volunteer workers/staff efforts pertaining thereto.
- Keeps financial and artifacts records, submits payroll and develops budget requests.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of graduation from an accredited college or university with a concentration in history, museum studies, or related field; Master's degree preferred.
- Three years' experience in museum work with some experience at the administration level.
- Any equivalent demonstrated combination of education and experience which provides the required knowledge, skills and abilities may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Strong organization, project and program management skills.
- Solid expertise in fund raising activities.
- Broad knowledge of museum practices and standards.
- Ability to solve problems and delegate responsibility.
- Ability to multitask.
- Ability to interact with community, committee members, sponsors and educational groups.
- Ability to operate a PC network environment system.

- Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisor, other agencies and the public.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is primarily in an office environment.
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Team Leader – Parking/Street Compliance
Department: Public Works

POSITION SUMMARY

The Team Leader for Parking will assist in coordinating the parking patrol and collection staff whose main responsibility includes delivering top-notch customer service to the community while performing compliance work in ensuring compliance with municipal parking bylaws. The Team Leader in conjunction with the Parking Patrol Staff patrols parking areas and issues citations for parking infractions, provides information to the public on parking regulations and the operations of parking equipment, and prepares routine records related to the work. The work also involves collecting coins from parking equipment, performing routine maintenance on related equipment, and communicating any observed problems during patrols, such as signs of vandalism on Town property, to other Departments. An employee in this classification works under the direct supervision of the Public Works Director.

ESSENTIAL JOB FUNCTIONS

- The objective of this position is to gain voluntary compliance by being visible and by dealing with the public including residents, business owners, visitors and local agencies, in a positive, effective and courteous manner.
- This position advises residents and visitors of Town ordinances, related to parking and parking compliance.
- Investigates and resolves complaints and is responsible for follow-through.
- Schedules and assigns daily work zones and any special work details; verifies time cards and related personnel paperwork.
- Supervises field operations and verifies procedures and policies are followed. Recommend and implement plans or programs to improve safety of operations.
- Rides Town vehicle including all –terrain vehicle and issues summonses for violations found.
- Reports broken meters, missing signage and any situations which may be dangerous for follow-up by the appropriate Town department.
- Watches for parking violations, including overtime, improper, and restricted parking, invalid license plate or invalid inspection sticker, and to issue parking summonses to offenders.
- Provides towing and immobilization services.
- Ensures all Town-owned or leased equipment and vehicles are maintained in a safe operating condition at all times. Monitor and review all damage claims in conjunction with Risk Management to document and assign responsibility for damages.
- Posts names for court and passes out subpoenas, and coordinates court appearances. Attends magistrate hearings and testifies when necessary.
- Assists, directs and supervises traffic control as needed and in conjunction with law enforcement.
- Supervise special events or functions as they relate to parking rules and regulations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Performs all supply-related tasks for routine and emergency maintenance.
- Thorough knowledge of Town laws and regulations pertaining to parking compliance; Assists the general public by giving directions and answering questions based on knowledge of the Town and surrounding areas.
- Ability to supervise men and women engaged in the enforcement of parking regulations.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Two year degree preferred.
- Three (3) years of parking and or beach operations supervisory experience preferred.
- Certification as a Parking Enforcement Specialist in the state of Florida within 2 months of employment and maintain that certification.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.
- Sufficient experience or knowledge of supply, inventory and equipment management
- Experience with electronic meter systems

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Parking/Street Compliance Ambassador
Department: Public Works

POSITION SUMMARY

The parking/street team is assigned to work under the direct supervision of the Parking/Street team Leader and or his/her designee for the parking compliance and collection monies related to the Town's parking operations. Staff, whose main responsibility includes delivering top-notch customer service to the community while ensuring compliance with municipal parking bylaws. The parking/street compliance team will patrol assigned parking areas and issues citations for parking infractions, provide information to the public on parking regulations and collect coins from parking equipment. Parking/street patrol workers will communicate to his/her supervisor any observed problems during patrols, such as signs of vandalism on Town property, equipment damage or equipment maintenance needs.

ESSENTIAL JOB FUNCTIONS

- The objective of this position is to gain voluntary compliance by being visible and by dealing with the public including residents, business owners, visitors and local agencies, in a positive, effective and courteous manner.
- Patrols assigned Town locations, identify and cite infractions of Town Code and collect monies from parking meters. Provide visible presence to deter improper activity.
- This position advises residents and visitors of Town ordinances, related to parking and parking compliance.
- Rides Town vehicle including all-terrain vehicle and issues summonses for violations found.
- Reports broken meters, missing signage and any situations which may be dangerous for follow-up by the appropriate Town department.
- Watches for parking violations, including overtime, improper, and restricted parking, invalid license plate or invalid inspection sticker, and to issue parking summonses to offenders.
- Ensures all Town-owned or leased equipment and vehicles are maintained in a safe operating condition at all times.
- Assists as directed in response to emergency situations that occur in Town as needed and in conjunction with law enforcement.
- Assist with special events or functions as they relate to compliance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Thorough knowledge of Town laws and regulations pertaining to parking compliance; Assists the general public by giving directions and answering questions based on knowledge of the Town and surrounding areas.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.

- Assist in the maintaining of Town equipment and property.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent;
- Three (3) years of parking and or beach operations experience preferred.
- Certification as a Parking Enforcement Specialist in the state of Florida within 2 months of employment and maintain that certification.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- This position is no more than 30 hours per week.
- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Recreation Aide - PART TIME
Department: Parks and Recreation

POSITION SUMMARY

This is a part-time position with a varying schedule. Under the general direction of the designated supervisor, position is responsible for assisting in the administration, scheduling, and operation of facilities or programs which they are assigned. Responsibilities may include but are not limited to, monitoring of participants, providing instruction to participants, cash handling and daily reporting, communicating with visitors and participants, processing of registrations, miscellaneous daily paper work, general clean up and custodial duties. Activities may include on and off site programs, trips and special events. Recreation Aides work under the direct supervision of a Program Coordinator and/or the Recreation Director.

ESSENTIAL JOB FUNCTIONS

Monitor children and adults during public open recreation and programmed events. Monitor children in an after school program or no school environment.

Assist with special events, including, but not limited to set up and removal of equipment, decorations and food supplies.

Assist with onsite sports programs including but not limited to, set up and take down of sporting equipment.

Monitor facility usage, open and closing responsibilities, and minor maintenance. Responsible for the day to day cleanliness of the Recreation Center by performing light facility maintenance and custodial duties including, but not limited to: lifting; sweeping; disposing of waste; vacuuming; and, washing windows. Outdoor maintenance may include: lining ball fields; raking; sweeping; driving golf cart type vehicle; and, Picking up trash.

Provide information and instruction to clients with respect to buildings, facilities, fields and programs.

Prepare athletic fields for sporting events, including but not limited to soccer and volleyball.

Assist with onsite sports programs including but not limited to, set up and take down of sporting equipment. Assist with the scheduling of sporting programs and special events.

Count and monitor attendance at all entrance to facility, programs, games and tournaments.

Responsible for cash handling and reporting, as needed.

Must be available to work evenings, weekends and holidays.

Provide assistance where needed, performs other duties as assigned.

Responsible to notify the Program Coordinator and Recreation Director of any incidents or behavioral problems related to programs or participants.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or GED and must be 18 years of age.

Must be a United States Citizen or eligible to work in the United States.

Must possess a valid Florida Driver's License with acceptable driving record.

Must successfully pass a background check, including if required for programming, Live Scan or other test required by Department of Children and Family Services, and alcohol and drug test.

CPR and First Aid certification preferred, but must attain certification within 45 days of hire date.

Ability to read and follow written and oral instructions.

Able to establish and maintain effective working relationships.

Able to operate necessary equipment.

Excellent work history and attendance record preferred.

Ability to communicate orally and in writing, ability to perform basic math is mandatory

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Positive attitude and enthusiasm for the job. Strong customer service, cashier and recreation experience preferred.

Ability to accomplish work which requires physical stamina. Ability to stand and use computer and or cash register for extended periods of time.

Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and some evenings.

Self-motivation and the ability to work independently and on multiple tasks at the same time.

Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, and all ages of general public.

Ability to prepare routine administrative paperwork; Ability to organize data and prepare records and reports.

Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.

Knowledge of customer service standards and procedures; Working knowledge of public information and public relations techniques.

Knowledge of occupational safety rules and practices.

May operate a variety of equipment including golf cart transportation, vans, including appropriate training to securing valid certificates.

Maintains the physical ability to lift inventory and assist in transporting kayaks and related equipment, equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

Work environment is indoors and outdoors in a recreational setting, which may be a loud, noisy and bustling environment.

Medium physical effort; requires handling of average-weight objects up to 50 pounds and standing, walking. Effort applies to no more than six (6) hours per day.

Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.

Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

Significant standing, walking, moving, climbing, carrying, bending, and kneeling; and is essential to the job.

Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Permit Technician

Department: Community Development

GENERAL STATEMENT OF JOB:

Individuals in this position provide support as a shared position within Community Development by assuming the full duties of a Permit Technician and performs administrative support and office coordination duties to assure smooth, timely and efficient office operations for the department. This is advanced, responsible, technical customer service work in the identification and issuance of required permits. Employees are responsible for providing assistance and information in the areas of building plans review, permit issuance, zoning, development orders, flood plain development requirements, coastal construction zones, contractor licensing, inspection tracking, and issuance of Certificates of Occupancy and/or Compliance. Work may vary in complexity and responsibility. Position has considerable public contact in providing citizens with information and advisement.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Provide customer service support by resolving Permit Center permitting problems; assist and answer customer questions or direct them to correct departments. Answer customer inquiries regarding building requirements, zoning, driveway permits, development review, inspections, code enforcement, utilities, environmental science, historical information, etc.

Conduct appropriate research on the following: Lots/lot splits, plats, coastal construction lines, flood zones, development orders, variances, resolutions, etc.

Enter permits into computer database and verify contractor licensing, insurances, 'strap' number, ownership and zoning of parcel in GIS.

Provides department information and customer service; answers questions as first point of contact for customers; processes documents, permit applications and deposits; answers questions within scope of authority and training; reviews applications for completeness, processes applicable fees, and forwards applications to appropriate staff for review.

Accepts contractor and sub-contractor permit applications; reviews supporting documents for accuracy and completeness.

Utilizes the Town's permitting software system for building permitting functions.

Maintains a comprehensive, current knowledge of applicable codes; reads professional literature; attends workshops and training sessions as appropriate.

Performs other related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

High School Diploma and three years of customer service experience. Past experience in the construction industry, permitting or zoning field preferred.

Must possess a valid state driver's license with an acceptable driving record and obtain a valid Florida

driver's license within 30 days. Must be eligible to work in the United States and successfully pass a background check, alcohol and drug test.

Must be able to acquire any necessary certifications within 6 months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skilled ability to deal with the general public in a prompt, professional, and courteous manner.

Skilled in basic mathematics in determining square footage, linear feet and other related building and construction calculations.

Skilled in both written and oral communications for effective expression and clarity.

Knowledge of commonly used construction terms.

Ability to learn associated computer systems, Microsoft Office Suite, systems applicable to permitting, GIS, etc.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to multi-task and combine information from multiple disciplines into a cohesive response.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:

May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 50 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics of equipment, projects, habitats, and statistics.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English language

Ability: Requires the ability to read a variety of materials relevant to construction and permitting.

Intelligence: Requires the ability to analyze data sources, research issues, and draw conclusions in summarizing and applying results.

Must be able to demonstrate numerical aptitude.

Form/Spatial Aptitude: Ability to interpret and understand various forms of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment. Must have excellent levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and/or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of educational and vocational backgrounds. Must be able to perform under stress.

Physical Communication: Requires the ability to speak talk, but may not require the ability to hear.

Environmental Requirements: Tasks are performed primarily in an office setting; if needed may be required to assist with occasional site visits

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Under general supervision, provides information and technical assistance to customers, property owners, staff members, the public, or others regarding general building issues, applications, project reviews, and Town procedures; provides customer service and responds to questions/complaints, researches problems and initiates problem resolution; performs related work as assigned.

Town of Fort Myers Beach Fort Myers Beach, Florida

POSITION: Recreation Program Coordinator – Youth Programs

DEPARTMENT: Parks & Recreation

POSITION SUMMARY

This is a permanent full-time position requiring 40 hours per week with a varying schedule. Assists recreation staff in organizing and conducting various recreation programs and activities. Works under the direct supervision of the Recreation Manager. Supervises contractual and volunteer workers as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in planning, coordinating and implementing of youth programming, including camps, clinics, programs and special events.
- Primarily responsible for the Club Rec and Summer Camp programs.
- Receives and responds to public inquiries about youth programming.
- Prepares monthly activity, budget and membership reports.
- Participates in the design, preparation and distribution of the monthly activities calendar.
- Seeks sponsorships, volunteers and new members for youth programs.
- Assists in preparing and monitoring the youth program budget.
- Creates promotional materials to increase public awareness of and participation in youth programming; makes presentations to various groups as requested.
- Works with the Recreation Manager to solicit and arrange facility rentals.
- Develops cooperative partnerships with area schools, business leaders and community organizations for the enhancement and support of all youth programming.
- Reports the needs of the public with consideration to youth programs to the Recreation Manager and suggests ways to meet those needs.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Develops and maintains good working relationships with the general public, coworkers and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Recreation Manager and/or Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Works under the direct supervision of the Recreation Manager.
Exercises supervision of program volunteers.

EDUCATION AND EXPERIENCE REQUIREMENTS

The required skills would normally be acquired through attainment of an Associate's degree in Recreation, Leisure Services, or closely related field, plus three years of recreation experience, including youth programming, or an equivalent combination of formal education and related working experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, coworkers, and the general public.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Thorough knowledge of the policies, procedures, rules and regulations governing the recreational program area assigned.
- Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote recreation activities and programs.
- Ability to evaluate the effectiveness of recreational program activities.
- Ability to plan and supervise the work of volunteers.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.

CONDITIONS OF EMPLOYMENT:

- Possession of a valid Florida driver's license is a requirement for this job
- Must obtain CPR and First Aid certification within 6 months of date of hire.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work environment is a community recreation center and may be noisy and bustling.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require some time spent outdoors at all times of year.

DISCLAIMER CLAUSE

The preceding data are intended to convey information essential to making fair pay decisions regarding the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

Town of Fort Myers Beach Job Description

POSITION: Program Coordinator – Athletic/Fitness Programming
DEPARTMENT: Recreation

SUMMARY:

This is a full-time position requiring a varying schedule. This employee will assist recreation staff in organizing and conducting various recreation programs and activities. Works under the direct supervision of the Town Manager and/or designee and will supervise, part-time and full-time staff, contractual and volunteer workers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Works in coordination with Bay Oaks Program Coordinators
- Plans, coordinates and implements all athletic/fitness programming, including camps, clinics, programs and special events.
- Receives and responds to public inquiries about athletics and fitness programming.
- Prepares monthly activity, budget and membership reports. Assists in preparing and monitoring the athletic/fitness program and maintenance budget; assists in preparation of capital improvement budget.
- Designs, prepares and distributes the athletic/fitness program monthly activities calendar.
- Seeks sponsorships, volunteers and new members for the athletic/fitness program.
- Creates coordinated promotional materials to increase public awareness of and participation in athletic/fitness programming; makes presentations to various groups as requested.
- Develops cooperative partnerships with area schools, business leaders and community organizations for the enhancement and support of all athletic/fitness programming.
- Reports the needs of the public with consideration to the program to the Town Manager and suggests ways to meet those needs.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Develops and maintains good working relationships with the general public, coworkers and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Recreation Manager and/or Park and Recreation Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- The required skills would normally be acquired through attainment of an Associate's degree in Recreation, Senior Services or closely related field, plus three years of recreation experience, including senior programming, or an equivalent combination of formal education and related working experience.
- Possession of a valid Florida driver's license is a requirement for this job
- CPR and First Aid certification preferred, but must attain certification within 45 days of date of hire.
- Backup with required state recreation and pool certifications

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with senior adults, coworkers, and the general public.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS (continued)

- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Thorough knowledge of the policies, procedures, rules and regulations governing the recreational program area assigned.
- Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote recreation activities and programs.
- Ability to evaluate the effectiveness of recreational program activities.
- Ability to plan and supervise the work of volunteers.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require some time spent outdoors at all times of year.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Please contact Amanda Anderson in the Finance Department at extension 135 for further information or to submit the required paperwork to be considered for this position.

Town of Fort Myers Beach Job Description

POSITION: Program Coordinator Senior Programming
DEPARTMENT: Recreation

SUMMARY:

This is a full-time position requiring a varying schedule. This employee will assist recreation staff in organizing and conducting various recreation programs and activities. Works under the direct supervision of the Town Manager and may supervise contractual and volunteer workers as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in planning, coordinating and implementing of senior programming, including camps, clinics, programs and special events.
- Receives and responds to public inquiries about senior programming.
- Prepares monthly activity, budget and membership reports.
- Designs, prepares and distributes the senior program monthly activities calendar.
- Seeks sponsorships, volunteers and new members for the senior program.
- Assists in preparing and monitoring the senior program budget; ensuring proper cost recovery.
- Creates promotional materials to increase public awareness of and participation in senior programming; makes presentations to various groups as requested.
- Develops cooperative partnerships with area schools, business leaders and community organizations for the enhancement and support of all senior programming.
- Reports the needs of the public with consideration to the senior program to the Recreation Manager and suggests ways to meet those needs.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Develops and maintains good working relationships with the general public, coworkers and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

EDUCATION AND EXPERIENCE REQUIREMENTS

- The required skills would normally be acquired through attainment of an Associate's degree in Recreation, Senior Services or closely related field, plus three years of recreation experience, including senior programming, or an equivalent combination of formal education and related working experience.
- Possession of a valid Florida driver's license is a requirement for this job

- CPR and First Aid certification preferred, but must attain certification within 45 days of date of hire. Backup with any required state recreation and pool certifications.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with senior adults, coworkers, and the general public.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS (continued)

- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Thorough knowledge of the policies, procedures, rules and regulations governing the recreational program area assigned.
- Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote recreation activities and programs.
- Ability to evaluate the effectiveness of recreational program activities.
- Ability to plan and supervise the work of volunteers.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require some time spent outdoors at all times of year.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability) This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Director
Department: Public Works

POSITION SUMMARY

Plans, organizes and directs the functions of the Public Works Department including engineering, roads, storm water systems, sanitary sewer systems, facility maintenance, beach and beach access maintenance, mooring field and the Town's solid waste program. This position also provides extensive engineering and maintenance support to the Town's water system. The incumbent works closely under the general direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS

- Plans and implements a comprehensive Public Works program for the town; integrates public works programs and activities with other city, county, state, and federal departments and/or agencies.
- Plans and directs the activities of all assigned personnel; and formulates and enforces department rules, regulations, work methods and procedures.
- Prepares studies, reports and recommendations relative to the Public Works programs and special projects; determines and recommends what Public Works programs or major projects should be initiated, dropped or modified.
- Perpetuates Public Works improvements and projects by initiating and/or assisting in the acquisition of grants, easements, etc., determines the resources needed for approved projects; and reviews work activities to ensure efficient and safe operations and conformance with established State, County, Town standards, regulations and policies.
- Prepares budget estimates and controls expenditure of department funds; this includes the planning and budgeting for future Public Works activities; establishing an adequate system of reporting from subordinates to assure necessary control information; and the evaluation of services rendered in relation to cost vs. benefits derived and continuing need.
- Critical employee related to all Town disaster and for Town emergency management coordination. Responsible for Town's OSHA and employee safety program.
- Attends various hearings, seminars, and civic and business meetings on behalf of the Public Works Office.
- Establishes street and water system logs to gauge effectiveness of maintenance programs.
- Encourages staff to learn and use the GIS system to track services.
- Initiates periodic study and analysis of street and pedestrian traffic flow, congestion, accidents, and other conditions affecting the safe and convenient use of streets and walkways.
- Evaluates Public Works staff and encourages each worker to continue toward achieving personal improvement goals and objectives.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager or his/her designee.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from a four-year college or university with major course work in engineering or related field. Three years' experience as a consulting, or assistant engineer with a city, county, or regional office or firm which does considerable work for local government agencies. Five years of management, supervisory, and budgeting experience. A licensed state of Florida professional engineer is preferred. Any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Thorough knowledge of the fundamentals and accepted practices in municipal public works administration.
- Knowledge of personnel and programs management principles and practices, including optimum use of human and material resources.
- Knowledge of state and local laws and procedures relating to municipal public works and of municipal government administration and the role public works takes in that administration
- Ability to formulate and implement a sound progressive public works program and sustain operations and maintain responsibility for a variety of activities without regular direction.
- Ability to plan, direct, and coordinate the work of subordinates.
- Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners, and the general public and the ability to secure compliance with construction plans, specifications, and standards in a tactful yet effective manner.

PHYSICAL/ENVIRONMENTAL DEMANDS

Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.

May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Physical Requirements: Must be physically able to operate a vehicle and a variety of machines and equipment including a computer, calculator, survey equipment, telephone, etc. Tasks involve some physical effort, including some standing, walking and frequent lifting (to 50

pounds), and minimal dexterity in the use of fingers, limbs or body in the operation of office or field equipment.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Language Ability: Requires ability to read a variety of policies and procedures, engineering drawings, technical documents, maps, budget documents, codes, etc. Requires the ability to prepare technical reports, progress reports, performance appraisals, bid specifications, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including civil engineering, legal, construction, mechanics, electrical, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of algebra, geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

Town of Fort Myers Beach Job Description

Position: Recreation Director
Department: Recreation

GENERAL STATEMENT OF JOB:

Under direction of the Town Manager, the director will be responsible for the professional, planning, managerial, administrative and supervisory work over the Town's recreation facilities, civic programs, after school activities, athletics programs, aquatic programs, senior programs, camps and special events. The Director will function in an executive capacity and will be responsible for ensuring adherence to, and compliance with, all applicable Town, State and Federal guidelines and regulatory requirements regarding public recreation programs and facilities maintenance, while ensuring the safety, health and general welfare of the general public. The Director must exercise independent judgement and ingenuity in accomplishing the long and short-range goals and objectives, which meet the needs of the citizens and visitors.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Administers recreation programming to ensure all phases of programs, activities and operational functions are planned and accomplished according to all acceptable Town, State and Federal health and safety codes, standards and regulatory requirements applicable to the work; including compliance with the Town's Comprehensive Plan.

Plans, organizes, coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements inspection policies and procedures.

Directs the management and operation of recreation facilities and ensures the safety and cleanliness of equipment. Develops, communicates, enforces, reviews and services departmental policies and procedures including risk management, safety, standard operating procedures, communications and teaching/supervisory policies and procedures.

Performs a wide variety of administrative tasks, i.e., interviewing, recommendation for selection, hiring, discipline and terminations, employee motivation, performance evaluations, and training. Supervises assigned personnel including part-time, contracted, and seasonal personnel either directly or through subordinate supervisors. Conducts departmental staff meetings, determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Develops, implements and assures effective and efficient use of budgeted funds, personnel, materials, facilities and time including capital projects; ensures all functions and programs under charge are performed within established budgetary parameters. Prepares various documentation regarding department activities, e.g., monthly reports,

facility and program usage and progress. Manages the development and administration of grant applications and awards.

Reviews facilities conditions and presents recommendations for the upkeep, upgrade, construction and/or renovation of facilities; manages recreation projects and monitors facilities improvements and consults with contractors to ensure public safety, cost effectiveness, aesthetics and compliance with town policies, e.g., pools, playgrounds, tennis and ball fields. Researches and evaluates existing programs, activities and leagues to ensure the safety, general welfare and enjoyment of the general public; promotes and develops recreation programs and facilities.

Develop, maintain and oversight of a volunteer base and insure that volunteers are well trained to be ambassadors for the Town and provide a positive and safe environment for the facilities patrons.

Responsible for an effective and coordinated marketing approach for the program and facilities. Implement cost effective strategies for revenue enhancement.

Receives, responds and provides resolution to escalated inquiries and concerns from the general public, business community, and other departments regarding recreation related issues; attends and provides presentations as needed to various committees, boards, civic and community organizations; and directs the development of news releases and other public relations.

Performs other related duties as assigned by the Town Manager.

MINIMUM QUALIFICATIONS:

- Must be a United States Citizen or eligible to work in the United States.
- Bachelor's Degree from an accredited college or university in Recreation or related field and five years of progressively responsible experience in Recreation Administration.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Required to operate a motor vehicle, multi passenger van and all-terrain vehicles in performance of assigned tasks.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles, practices and administrative policies and procedures of modern recreation and social programs; developing and directing recreation activities and programs; considerable knowledge of community recreation

needs and resources and the ability to present and promote such programs to the public through various means of marketing and promotional activities.

Extensive knowledge of equipment and facilities required in a comprehensive recreation programs, including pool operations; knowledge of the principles and practices of maintenance and construction and use of public building and recreation facilities; knowledge of current local, state and federal health, safety, regulatory codes and ordinances regulating open space and recreation areas and facilities.

Extensive knowledge of principles and practices of effective administration, to include directing, planning, evaluating, effective marketing and organizing programs ranging from moderate to highly complex in nature. Ability to supervise, understand and manage a wide range of subordinate personnel.

Executive-level interpersonal, leadership, planning, management and communications skills both orally and in writing and in presentations. Skilled ability to establish and maintain working relationships with all volunteers, staff, community members, levels of local government and community groups. Strong decision-making skills as well as innovative and creative thinking and problem-solving skills. Ability to handle conflicting requests for service in a diplomatic manner.

Knowledge and skills in municipal budgeting practices for both general and capital funds. Ability to analyze fee structures and implement revenue enhancing measures.

Ability to promote, organize and stimulate good public relations with the community, boards and special interest groups, contractors, vendors, municipal groups, school districts and the general public.

Ability to research, analyze and develop long-range planning techniques policies and procedures, and service delivery methods for recreation facilities and programs. Knowledge of promotional, marketing and public relations techniques to ensure the success of recreational programming.

Ability to read, update and maintain various records and files; analyze, organize and review work for efficient results and accuracy; ability to access, operate and maintain various software applications. Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, the internet and program and recreation software.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:

May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations. Recreation facilities have varied and seasonal hours of operation.

Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 50 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may involve extended periods of time at a keyboard, with extended periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounts, and reports.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment. Must have excellent levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and/or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Requires the ability to apply consistent tact and courtesy in frequent public contact. Must be able to perform under stress of deadlines.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., direct, cold, rain, fumes.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Senior Accountant
Department: Finance

POSITION SUMMARY

The senior accountant performs a variety of complex professional and administrative work. This position assists the Director directing the finance office and by performing a variety of standard accounting functions. Assists in the strategic direction of fiscal policy matters. Work is performed with independent judgment and under the general direction of the Finance Director.

ESSENTIAL JOB FUNCTIONS

- Performs the maintenance operation of the general accounting system for the Town and its departments, offices, and agencies.
- Keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties.
- Performs all municipal functions and duties relating to the financial analysis, auditing, and presenting and disbursement of claims and demands against the Town including payroll.
- Verifies and monitors the maintenance of contracts and/or inter-local agreements for auditing, accounting, consulting, investment, insurance, etc.
- Coordinates with the Finance Director monthly statements and reports of the financial condition of the Town and other required financial reports.
- Prepares and reconciles accounts payable and receivable ledgers.
- Processes insurance and taxes for payment; assists with payroll recordkeeping
- Codes checks received for accounts receivable.
- Prepares, post and maintain monthly journal entries.
- Updates files on insurance payments, taxes, fixed assets.
- Assists in budgetary processes and meetings.
- Reconciles and post daily cash from accounts receivable.
- Monitors all water utility debt accounting and projects working closely with the Contracts Manager and Finance Director.
- Coordinates grant administration with departments and monitors payment requests.
- Coordinate, monitor and maintain all donation and petty cash accounts.
- Coordinate with other departments to ensure timely and efficient reporting of all financial activities.
- Perform any other financially related tasks as requested by Finance Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of graduation from an accredited college of university with a concentration in business administration, accounting or related field, with five (5) years of accounting or finance experience. BA/BS Degree in accounting preferred. Experience in Federal, State or local government procurement procedures and related budget requirements. An equivalent combination of training and experience which provides the required knowledge, skills and abilities may be substituted for BA.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Quality knowledge of accounting principles, purchasing procedures, as well as standard office practices. Must be able to learn the uniform accounting system of the Florida Department of Banking and Finance; compile meaningful and informative special and regular financial statements and analyze varied statistical data, records and reports. Computer skills should include use of MS Word, Office Professional and Excel. Must possess good oral and written communication skills. Must be self-motivated and detail-oriented and possess good decision-making skills. Must be physically capable to perform essential functions as required
- Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisor, other agencies and the public.
- Valid Florida driver's license.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is primarily in an office environment.
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

Town of Fort Myers Beach Job Description

POSITION: Summer Camp Counselor
DEPARTMENT: Recreation Department

POSITION SUMMARY

This is a seasonal position with a varying schedule. Counselors supervise and assist school-aged children participating in Summer Camp at the Bay Oaks Recreational Campus. Counselors conduct games, assist with special activities, and maintain awareness of the health, safety and happiness of the campers to which they are assigned. Summer Camp Counselors work under the direct supervision of the Youth Program Coordinator.

ESSENTIAL JOB FUNCTIONS

- Supervising campers during each day of Summer Camp and during all camp events. If a problem occurs involving a camper, Summer Camp Counselors are responsible for immediately reporting the problem to the Youth Program Coordinator or Lead Summer Camp Counselor.
- Group supervision of campers with attention to all of the following: program function, camper health, happiness, discipline, cleanliness, safety, character and skill development.
- Develop and maintain good working relationships with the general public, coworkers and the program participants.
- Be aware of and address the social adjustment of each camper.
- Help campers plan, carry out and evaluate projects and activities.
- Promote camper participation in ALL activities.
- Assist other counselors with planning activities, games and special projects.
- Teach or assist with camp programs and encourage camper participation.
- Exhibit personal habits, health, dress, speech, table etiquette and relationships with other staff that serve as a beneficial model to campers.
- Set a good example in all behaviors and habits at camp.
- Performs other duties of this position or related positions as may become necessary or as directed by the Youth Program Coordinator and/or Recreation Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED and must be 18 years of age.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, including if required for programming, Live Scan or other test required by Department of Children and Family Services, and alcohol and drug test.
- Ability to work as a team member with other counselors and adult staff members.
- Ability to read and follow written and oral instructions.
- Experience in working with children in a group setting.
- Responsible, friendly, enthusiastic, patient and willing to learn.
- Participation in counselor training.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess CPR and First Aid certification before beginning work.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, coworkers, and the general public.
- Ability to follow routine verbal and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Environmental factors may vary, and position will require some time spent outdoors at all times of year.
- Ability to work in varying and adverse weather conditions including heat, cold, rain and in the community center, pool and field areas; as well as off-site locations.
- May be required to work hours other than the regular camp hours including, early evening and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking, running over rough or uneven surfaces, bending, stooping, and lifting and/or carrying moderately heavy (20 – 30 pound) items, such as recreation equipment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Town Clerk
Department: Town Clerk

POSITION SUMMARY

The Town Clerk is responsible to and under the direct supervision of the Town Manager. The clerk is responsible for the organization, planning, administration and coordination of the Town Clerk's Department. As a service department, the Town Clerk's office is essentially the department to which the Mayor, Manager, Council and all departments of the government, as well as the general public, look to for information regarding the operations and recorded history of the Town. Employees under the direct supervision of the Town Clerk are the Administrative Assistant/front desk and the Contracts Manager.

ESSENTIAL JOB FUNCTIONS

- Responsible for coordination and codification of the Town's general ordinances.
- Assures that the LDC (Land Development Code) and ordinances are properly codified and updated on a regular basis
- Oversees and coordinates the day-to-day operations of the Town Clerk's Office including records management, elections administration, contracts administration and front desk/public interface.
- Assists the County in Town elections.
- Leads and participates in the development, implementation and administration of the Clerk's office policies and procedures; establishes goals, priorities and objectives for the office
- Supervises trains and evaluates the personnel assigned to the Clerk's office. Monitors and ensures staff compliance with departmental policies, procedures and applicable regulatory requirements.
- Manages and maintains the Town's official records and documents in accordance with all regulatory requirements governing the tracking, storage, retrieval and destruction of Town records.
- Secretary to the municipal corporation
- Records official minutes of the council
- Handles municipal correspondence, both incoming and outgoing, as directed or as requested by Council and/or Town Manager. Responds to and processes various types of requests for public records and information
- Supervises the preparation and distribution of City Council meeting agendas; attends City council meetings and records official minutes
- Processes, records, files and advertises ordinances, resolutions, notices and public hearings.
- Processes, records, files and advertises for municipal equipment and supplies
- Advertises, records and files the municipal budget
- Performs liaison work between the public and council as may be directed
- Administers and records oaths of office
- Develops and maintains a centralized filing system for efficient retrieval of documents.
- Oversees the Town's website and participates in the supervision and activities of the contracted Information Technology (IT) providers.

- Manages the audio/visual broadcast interface of public meetings.
- Provides administrative support to the Town Manager and Town Council; assists the Town Manager with Council requests and reports; coordinates and conducts special projects as assigned.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- Florida City Clerk Certification preferred; must be able to obtain certification within three years.
- Three or more years of responsible related experience in supervising staff
- Graduation from an accredited four-year college or equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of Florida requirements for advertising public hearings and meetings. Understanding of the "Sunshine Law."
- Skills in dealing with the public, including residents, business owners and other local agencies in a highly professional manner.
- Highly organized

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed inside in an office environment.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Utility Manager
Department: Public Works

POSITION SUMMARY

The Manager for Water Utility will assist in coordinating the water utility staff whose main responsibility includes delivering top-notch customer service to the community while performing compliance with local, state and federal regulations for water service delivery. The Manager for Water Utility in conjunction with the Water Utility Staff carries out operations pursuant to Town of Fort Myers Beach Ordinances. An employee in this classification works under the direct supervision of the Public Works Director.

ESSENTIAL JOB FUNCTIONS

- Plan, organize, schedule and monitor daily operations of water department personnel.
- Supervise and assist employees engaged in all aspects of the water department including the installation, maintenance and repair of water mains, valves, hydrants, services, pumps, meters, locates, and all related appurtenances. Inspect work in progress and upon completion.
- Oversight of customer billing and collection, cash handling and financial reporting.
- Assists with collection of delinquent billings per Town policy. Follows through on proper disconnection and reconnection procedures.
- Maintain and organizes water distribution drawings and records, distribution mapping, equipment records, meter testing records, and any other records as required.
- Prepare and distribute annual consumer confidence report; Prepare miscellaneous operating and maintenance reports and all regulatory compliance reports.
- Write water distribution operational procedures and train staff on those procedures. Train and obtain training for employees on proper techniques to accomplish their work in an efficient and safe manner.
- Obtain safety equipment and ensure staff is in compliance with all safety policies and procedures.
- Ensure employees are meeting the necessary training requirements to maintain their certifications.
- Requisition materials within budget and keep inventory of material for hydrants, valves, meters, and water mains.
- Respond to customer questions, concerns, or complaints regarding water bills, meters, water quality, leaks and construction issues.
- Coordinate maintenance and repairs of vehicles and equipment with public works.
- Monitor and understand all local, state, and federal codes, rules, and regulations related to water distribution.
- Prepare and submit monthly, quarterly and annual state, local and federal reports as required.
- Monitor and maintain metering stations, wells, pumping stations, reservoirs, and elevated towers.
- Monitor and maintain SCADA system.
- Monitor and testing of bacteria, minerals, and chemicals within the distribution system. Ensure testing is performed according to State, local, and federal regulations.

- Perform monitoring and testing of operations and records the results, including gallons used, chemicals used, various bacteria, mineral and chemical levels. Ensure testing performed according to state and federal regulations.
- Confer with contractors and builders regarding meter locations, metering requirements, size of mains, and cost of installation.
- Respond to emergency calls as needed.
- Assist with the preparation of the annual water department capital improvements program and operating budget.
- Assist with putting together proposals and obtaining quotes for miscellaneous services as approved in the budget.
- Review and approve staff time sheets and vouchers.
- Review and approve invoices for payments in a timely manner.
- Attend meetings and educational seminars.
- Consult with the Director of Public Works on technical problems; Coordinate with the Director of Public Works and engineering on design and construction on water main projects.
- Supervises field operations and verifies procedures and policies are followed. Recommend and implement plans or programs to improve safety of operations.
- Drives and rides Town vehicles.
- Reports broken meters, missing signage and any situations which may be dangerous for follow-up by the appropriate Town department.
- Ensures all Town-owned or leased equipment and vehicles are maintained in a safe operating condition at all times. Monitor and review all damage claims in conjunction with Risk Management to document and assign responsibility for damages.
- Assist with other town duties as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Performs all supply-related tasks for routine and emergency maintenance.
- Thorough knowledge of Town laws and regulations pertaining to water utility; Assists the general public by answering questions based on knowledge of the Town and surrounding areas.
- Ability to supervise men and women engaged in the water utility and town operations.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Two year degree preferred.
- Three (3) years of water utility supervisory experience preferred.
- Certification as a Class C Water Distribution License in the state of Florida within 2 months of employment and maintain that certification.

- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, tools and materials associated with parking and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent.
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Visitor Services Associate/Retail Operations

Department: Cultural Resources

POSITION SUMMARY

Visitor Services Associate is the first contact that visitors have with the Museum. The Associate greets visitors, explains admissions prices, answers questions, provides directions and is responsible for the admissions or store register and answering phone and email inquiries. This position will be responsible for all museum store operations, including purchase, tracking and maintaining inventory. Works under the direct supervision of the Cultural Resources Director/ Mound House Museum Director. This is a permanent full time position requiring 40 hours per week with a varying schedule of Tuesday through Saturday. Supervises contractual, student intern and volunteer workers as assigned.

ESSENTIAL JOB FUNCTIONS

- Ability to handle the day to day operations of the Mound House, Newton Park and grounds including, set up of daily programs and events, museum and museum store; along with related administrative functions.
- Oversight of the museum store and inventory and receipts; Opening admissions and/or store register(s) each morning, Greeting visitors and selling appropriate admission, giving museum information to visitors; Accepts and processes payments by the public ensuing proper cash/credit card handling procedures are followed. Assisting visitors in the Museum store; Closing admissions and/or store register(s) each evening and completing the end of day report and prepare deposits; Restocking shelves and monitoring the inventory and reviewing re-orders with the Director when stock is low.
- Assist the museum staff as needed and be available to fill in various positions.
- Provides phone and email support to staff. Answer telephone inquiries and conducts research necessary to respond to the inquiries. Follow-up on calls made or providing responses to answers.
- Handles inquiries and complaints from the public, via phone, e-mail and walk in.
- Will be required to work a varying schedule, including the possibility of evenings, weekends and at alternate sites.
- Collect admission fees and payments for goods and services, issue appropriate change.
- Provide quality customer service and ensure accurate point of sale transactions.
- Provide information to visitors regarding special events or activities and location of exhibits; Organize information for, and provide assistance to groups and individuals.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Aids in general office routine, which includes registration of participants, preparation of reports, Prepare, edit and revise Department's correspondence, forms and applications. Performs various data entry work including web site updates; Filing and maintaining all documents relating to Department procedures.

- Identifies and notifies supervisor of problems on the beach, Mound House grounds and of the operational facilities.
- Insures park rules are enforced pertaining to all natural, historical and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Associate's degree retail or hospitality related field.
- Confidence in dealing with the public and addressing groups of people.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing, ability to perform basic math is mandatory
- Work independently while understanding the necessity for communicating and Coordinating work efforts with other employees and organizations.
- Proficient in Microsoft computer software, word processing, spreadsheets, cashiering, etc. Google, Various web browsers
- Knowledge of general operation and care of standard office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Positive attitude and enthusiasm for the job. Strong customer service, cashier and retail experience required.
- Ability to accomplish work which requires physical stamina. Ability to stand and use computer and or cash register for extended periods of time.
- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and some evenings.
- Self-motivation and the ability to work independently.
- Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, and all ages of general public.
- Ability to prepare routine administrative paperwork; Ability to organize data and prepare records and reports.
- Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.
- Knowledge of customer service standards and procedures; Working knowledge of public information and public relations techniques.
- Ability to assist in planning, organizing and promoting Mound House and Newton Beach Park activities and programs; thorough knowledge of the policies, procedures, rules and regulations governing the educational program area assigned.
- Ability to successfully work with and serve a diverse local community and visitors.

- Knowledge of occupational safety rules and practices.
- May operate a variety of equipment including golf cart transportation, vans, including appropriate training to securing valid certificates.
- Maintains the physical ability to lift inventory and assist in transporting kayaks and related equipment, equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is outdoors, based from a cultural and environmental learning center in a park and marine setting.
- Medium physical effort; Requires handling of average-weight objects up to 50 pounds and standing, walking, and paddling and helping visitors get in and out of kayaks in unstable footing conditions. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; and is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment

Town of Fort Myers Beach Job Description

Position: Visitor Services Associate
Department: Cultural Resources – Mound House

GENERAL STATEMENT OF JOB:

Under the general supervision of the Museum Director, this position is the public face and first point of contact for visitors to the Mound House. The Visitor Services Associate provides information about the site and its programs and exhibit; and assists in the day-to-day administration, security, and operation of the space; and provides excellent and seamless customer service to maximize guest experiences at the Mound House for both the site and the Museum Store. It also requires using a point of sale inventory control system for guest transactions, and requires handling large amounts of cash and credit card transactions.

SCHEDULE/HOURS

The Mound House will be open year-round with various evening hours during the holidays and other special events throughout the year. Regular public daytime hours are 9 AM - 5:30 PM with tickets sold until 4 PM and retail until 5:30 PM. This position will consist of 20 hours per week for the year round position and the seasonal positions will run January 1 to April 30.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- It is expected that every visitor will be greeted in a friendly and welcoming manner and that retail positions include mingling with customers rather than just 'sitting behind the desk' unless transactions are underway.
- Successfully manages and balances a cash drawer with large amounts of cash, when needed reconcile daily receipts without discrepancy, close out computers and run reports.
- Count and verify cash drawer at beginning of shift, count and verify drawer and prepare deposit at end of shift (always done under the supervision of Museum Director or delegate).
- Stock and arrange the retail area with merchandise and printed materials.
- Clean and maintain the work area and sales floor throughout the workday.
- Shuttle visitors to and from the overflow parking area to the site.
- Open, close, prepare, and secure space for daily visitors and programs.
- Assist in the operation of the Museum Store and admission sales including membership applications.
- Greet, orient, and direct visitors. Be familiar with and able to provide information on exhibitions and programs, current and upcoming events.
- Ensure safety and security of the space and its contents. Gently remind visitors of security concerns (no touching of objects and displays. Report all incidents to the Museum Director.
- Answer and respond to general inquiries about the space and Mound House and/or direct to appropriate person to respond.
- Assist visitors with general information about the Mound House, Newton Park and Fort Myers Beach.
- Ensures appropriate Mound House staff is aware of space activities and programs and helps communicate those activities to appropriate audiences.
- Performs other related duties as assigned by supervisor and activities as directed to support the successful operation and programming of the Mound House.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- At least six months sales experience and/or on-the-job training.
- Able to speak clearly and persuasively in positive or negative situations.
- Able to establish and maintain effective working relationships.

- Able to operate necessary equipment, including personal computer, mainframe terminal, calculator, copier, facsimile machine and other standard office equipment.
- Must possess a valid state driver's license with an acceptable driving record and obtain a valid Florida driver's license within 30 days. Must be eligible to work in the United States and successfully pass a background check, alcohol and drug test.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge or demonstrated ability to learn Florida's museum protocols and archeological site preservation.
- Skilled in both written and oral communications for effective expression and clarity.
- Able to respond to citizen inquiries/concerns with tact and courtesy.
- Excellent interpersonal and oral and written communications skills. Ability to work with a team as well as independently and under minimal supervision.
- Friendly and professional demeanor. Able to communicate enthusiastically and maturely with a wide range of audiences and in front of groups.
- Excellent ability to write for a variety of contexts.
- A self-starter who demonstrates a high sense of ownership, demonstrating initiative and proficiency at problem solving.
- Thrives in a multi-project, multi-tasking environment.
- Scrupulous attention to detail in all aspects of work is required.
- Ability to stand or walk around the museum and grounds approximately 60% of the day.
- Ability to perform and or learn other reasonable and related tasks as directed to operating and managing a public exhibition space.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:

May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 50 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may require prolonged periods of visual concentration.

Environmental Requirements: Tasks are performed with frequent exposure to outside environmental conditions, including humidity and extreme heat.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English

Form/Spatial Aptitude: Ability to interpret and understand various forms of information. Must be able to demonstrate numerical aptitude.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment. Must have excellent levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and/or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of educational and vocational backgrounds. Must be able to perform under stress.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the

right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Utility Customer Service Specialist
Department: Public Works

POSITION SUMMARY

The water utility customer service specialist main responsibility includes delivering top-notch customer service to the community while performing the billing, collection and work order issuance pursuant to Town of Fort Myers Beach ordinances. An employee in this classification works under the direct supervision of the water utility manager.

ESSENTIAL JOB FUNCTIONS

- Plan, organize, schedule and monitor daily customer service operations of water department.
- Assists the water utility manager with the operations of the utility billing; Assist and perform customer billing and collection, cash handling and financial reporting.
- Assists the public by completing cashiering duties by receiving, receipting and recording payments, processing cash collections for other departments, receiving deposits and fees.
- Posts and balances the cash drawer, billing software reconciliation and prepares the bank deposit in conjunction with Town procedures.
- Coordinates daily cash deposits, processing of returned checks, bank drafts, and customer contact regarding their accounts.
- Establishes new accounts and maintains existing accounts.
- Prepares all final billings and returns of security deposit refunds after final billing.
- Prepare miscellaneous operating and maintenance reports.
- Respond to customer questions, concerns, or complaints regarding water bills, meters, water quality, leaks and construction issues.
- Assists with collection of delinquent billings per Town policy. Follows through on proper disconnection and reconnection procedures.
- Assist with the implementation of customer requests for service, create and close service orders.
- Prepare and coordinate all meter reading and re-reads; Edits and corrects meter reading reports.
- Prepares leak credits/bulk water and adjustments for review and approvals.
- Assists with recordkeeping including Sunshine locates.
- Assist with other town duties as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Performs all supply-related tasks for routine and emergency maintenance.
- Thorough knowledge of Town laws and regulations pertaining to water utility; Assists the general public by answering questions based on knowledge of the Town and surrounding areas.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Two year degree preferred.
- Three (3) years of water utility supervisory experience preferred.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- General knowledge of the tasks, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent.
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Ability to coordinate and account for monies collected.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, scanner and fax machine and related vehicles and machinery due to job requirements.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Utility Technician
Department: Utilities Department

POSITION SUMMARY

The water utility technician's main responsibility includes delivering top-notch customer service to the community while performing under general supervision, maintaining water meters, reading meters and recording readings; assisting in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; computing water consumption; and performs related work for service work order's pursuant to Town of Fort Myers Beach ordinances. An employee in this classification works under the direct supervision of the utility manager.

ESSENTIAL JOB FUNCTIONS

- Reads meter dials and records readings; Computes water consumption; performs re-reads as needed.
- Retrieves and process water samples according to regulatory procedures.
- Responds to emergency calls during work and after normal working hours.
- Tests and calibrates meters to departmental standards.
- Keeps a record of new meter installations and exchanges.
- Repairs leaks in service assemblies.
- Assists in maintaining a complete and accurate on-site logbook and records on all water system activities.
- Monitor and maintain metering stations, wells, pumping stations, reservoirs, and elevated towers.
- Monitor and maintain SCADA system.
- Monitor and testing of bacteria, minerals, and chemicals within the distribution system. Ensure testing is performed according to State, local, and federal regulations; Performs daily locates and follows procedures established for their reporting.
- Installs, replaces, repairs, inspects and maintains residential and commercial water meters and hydrant meters used by construction firms.
- Assists in the installation, repair and maintenance of the Town's water system, including water mains, water service lines, and hydrants.
- Turns water service off and on as appropriate.
- Performs safety inspections of equipment and machinery.
- Reports defects and irregularities to supervisor.
- Receives and responds to inquiries and complaints from customers and the general public regarding water service; Assist with the implementation of customer requests for service.
- Assists in the training and cross-training of employees.
- Make arithmetical calculations.
- Perform assigned tasks without close supervision.

- Communicate effectively.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment and tools with skill and safety.
- Assist with other town duties as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Prepares and submits operational reports. Completes paperwork and prepares clerical reports as required.
- Performs all supply-related tasks for routine and emergency maintenance.
- Thorough knowledge of Town laws and regulations pertaining to water utility; Assists the general public by answering questions based on knowledge of the Town and surrounding areas.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with other employees.
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace.
- May distribute notices to water customers.
- May maintain field reports, work orders.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or his/her designee.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Two year degree preferred.
- Three (3) years of water utility supervisory experience preferred.
- Certification as a Class C water distribution license the state of Florida within 2 months of employment and maintain that certification.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough police background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written, diagram and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance.

- Knowledge of occupational safety rules and practices.
- Knowledge of signage regulations and applications.
- Knowledge of proper care and maintenance of native vegetation.
- Ability to work in high traffic areas and deep trenches.
- Ability to prepare documents, including inventory records, timesheets, material lists and other related documents.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.
- General knowledge of the tasks, tools and materials associated with water equipment and vehicle maintenance, supply, inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Ability to read and follow written and oral instructions.
- Ability to work cooperatively with other employees and the general public.
- Knowledge of Basic mechanical principles; The use of hand and power tools; Accepted methods of repair, rehabilitation and maintenance of water meters; Safety rules and precautions related to the use of tools, vehicles and equipment; Proper procedures in lifting or moving heavy objects.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

POSITION: Zoning Technician and Permitting Analyst
DEPARTMENT: Community Development

POSITION SUMMARY:

This classification is characterized by the responsibility to provide skilled review of residential, commercial and other zoning, development review and permitting projects. The incumbent is responsible to determine the appropriate process the request should follow in order to process all zoning, development services and or permitting applications. Employees in this classification are expected to exhibit a high degree of independence and flexibility. Basic understanding of Land Development Regulations, Florida State Statutes and Building Code (as it relates to applications) is essential.

ESSENTIAL JOB FUNCTIONS

- Acts as the point of contact to assist in the intake of zoning/ development review and permitting applications. Review applications, plans and other pertinent information in order to verify accuracy and completeness.
- Assist the public with all phases of the permitting process including permit application requirements, licensing, inspection requirements etc. as it relates to the associated regulations found in FSS, Fort Myers Beach LDC and other pertinent resources.
- The individual must be able to communicate all functions of the job either in person, on phone or through electronic means.
- Calculate, collect and process permit fees based on the established fee schedule. Understand the Impact Fee regulations and assess any pertinent applications for Impact Fee assessment.
- Reviews development applications and prepares recommendations for approval.
- Researches zoning and development history on parcels under review.
- Process and issue building, commercial, electrical, fire, HVAC, roof and other required permits.
- Maintain files and records for monthly/quarterly/annual reports, staff reports, agendas and memorandums.
- Must be able to effectively work under strict time constraints and effectively utilize various modern computer applications including Word, Excel, permit and database applications, preferred experience with electronic plan review programs.
- Assist in the administration of the Town's existing tracking system "Trakit" including set up of new employees, review of processes to enhance job performance of all employees. Monitor applications and permits to insure timely completion and maintain a high level of attention to detail.
- Provide assistance to the department Planners in their preparation of material to be presented to Council.
- Perform the zoning review of building plans for compliance with the Town of Fort Myers Beach LDC and Comp Plan for residential construction.
- Performs other related duties as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Assist with providing customer service support by resolving Permit Center permitting problems; assist and answer customer questions or direct them to correct departments. Answer customer inquiries regarding building requirements, zoning, driveway permits, development review, inspections, code enforcement, utilities, environmental science, historical information, etc.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED: Associate degree in construction permitting is preferred.
- Five (5) years' experience customer service experience in a regulatory environment preferred.
- Experience with electronic plan review processes and regulations preferred.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions; communicate orally and in writing; skilled in basic mathematics and calculations related to plan review.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

- Working knowledge of local government operations.
- Knowledge of computer applications including GIS.
- Ability to read and interpret legal descriptions, surveys, blueprints and related property documents.
- Strong written and verbal communication, organizational and problem solving skills.
- Ability to assimilate and explain technical information about projects.
- Requires the ability to work in a team environment and assist the public, department heads and staff.
- Must be a self-starter and capable of working independently.
- Ability to learn associated computer systems, Microsoft Office Suite, systems applicable to permitting, GIS, etc.
- Ability to analyze, organize and review work for efficient results and accuracy.
- Ability to multi-task and combine information from multiple disciplines into a cohesive response.
- Able to operate necessary equipment.
- Establish and maintain effective working relationships with the general public, elected officials and co-workers.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is generally performed in an office environment.
- Work may also be outside of the office environment and may require periodic exposure to adverse environmental conditions.

- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; Ability to use computer for extended hours.
- Some reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Possess sight/hearing senses, or use of prosthetics that will enable the senses to function adequately so the requirements of this position can be fully met.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.