

PALM BAY VOLUNTEER SERVICE CORPS

PLACEMENT OPPORTUNITIES

For additional information or to register, please contact:
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Accountant

- Department: Utilities.
- Duties: Assist with budget preparation; Analyze information to project future revenues and expenses; Assist with the preparation of financial analysis, break even analysis and forecasting.
- Qualifications: Degree in Accounting with knowledge and work experience in governmental or utility accounting.

Accreditation: Management

- Department: Public Works.
- Duties: Review current accreditation requirements and update as needed; Research areas for future additions; Work with Accreditation Team Leaders in reviewing their particular chapters.
- Qualifications: Skills in research and organization; Good writing and editing skills.

Advocate: Customer Relations

- Department: Utilities.
- Duties: Promote “Get Connected” campaign by making physical contact via door-to-door/direct sales; Identify prospective customers using database and mapping tools; Answer residents' questions about utilities, water quality, prices, availability, and payment options; Assist residents in obtaining plumber quotes and services for new connections.
- Qualifications: Knowledge of principles and processes for providing customer-centered services; Knowledge of quality standards for services and evaluation of customer satisfaction; Knowledge of principles and methods for showing, promoting, and selling products or services; Computer skills to include Microsoft Office preferred.

Advocate: Fire Safety

- Department: Fire & Rescue.
- Duties: Promotes fire safety to school students; Attends and speaks at homeowners association meetings and business events; Operates/demonstrates the Fire Safety House to school children and at public events.
- Qualifications: Has an interest and desire to promote Palm Bay Fire-Rescue; Will familiarize self with Palm Bay Fire-Rescue policies; Is willing to learn the operation of the Fire Safety House; A fire profession background is preferred; Trailer experience is helpful.

Advocate: Regulatory

- Department: Utilities.
- Duties: Review regulatory agencies and statutes for changes that would affect the Utilities Department; Devise strategies to respond to anticipated new regulations; Liaison with regulators, deal and communicate regulatory policies; Keep updated on current law.
- Qualifications: Excellent oral and written communication skills; Knowledge and experience with regulatory agencies; Basic computer skills along with Microsoft Office are required; A background in the Utilities industry or Florida Law is preferred.

Advocate: Sponsorship

- Department: Parks & Recreation.
- Duties: Contact potential sponsors for contributions of money, time, or materials to conduct events and programs in the recreation division.
- Qualifications: Interest and desire to contact businesses and organizations for contributions of money or in-kind support of recreation activities, programs and events.

Attendant: Community Center

- Department: Parks & Recreation.
- Duties: Monitor activities in the basketball courts, cardiovascular room, game room, locker room, and weight room to ensure security and safety. Hand out locker keys and basketballs; Set up and take down games and equipment; Rotate flyers in the lobby; Light housekeeping is included.
- Qualifications: Ability to work with staff members; Ability to take control of situations that may arise.

Attendant: Paintball Park

- Department: Parks & Recreation.
- Duties: Assist staff with daily operation of the Park; Course maintenance; Assist referees; Set up Speed Ball field; Provide other assistance staff may need.
- Qualifications: None, but knowledge of paintball and park rules would be helpful.

Attendant: Park

- Department: Parks & Recreation.
- Duties: Enhance park advocacy, maintenance, safety, security and services; Perform general grounds maintenance; Enforce park regulations; Conduct special park projects; Provide information to the public; Conduct guided tours; Prepare records and reports; Attend and participate in committee meetings; Maintain relationships with local environmental groups.
- Qualifications: Must possess a valid driver's license and have/maintain an acceptable driving record; Certified in CPR, AED and First Aid preferred.

Audio/Video Technician

- Department: Information & Innovation.
- Duties: Attend Council meetings at City Hall; Connect laptop computer to projector, power supply, and network port; Ensure computer and projector are on and ready for use during meeting; Run PowerPoint and other multimedia presentations as directed.
- Qualifications: Ability to operate laptop computer; Ability to operate projector; Ability to follow Council Agenda.

Botanist (Turkey Creek Sanctuary)

- Department: Parks & Recreation.
- Duties: Plan and carry out plant surveys using predetermined routes throughout the Sanctuary.
- Qualifications: Ability to identify plants and use plant keys.

CAD Technician

- Department: Public Works.
- Duties: Enter data into paving and drainage plans; Revise/create special details; Develop plans for small projects.
- Qualifications: Must own AutoCAD Land Desktop 2009, AutoCAD Civil 3D 2009 and Microsoft programs.

Cashier Assistant

- Department: Finance.
- Duties: Collect payments over the counter and through the mail; Receive, count, balance and report all revenue; Post daily forms and records associated with payments; Assist with other data entry/clerical functions as requested.
- Qualifications: Good customer-service skills; Accuracy; Able to operate various pieces of office equipment, including computers and calculators.

Children: After-school Childcare Assistant

- Department: Parks & Recreation.
- Duties: Plan and implement activities for after-school program participants; Implement and practice safety procedures for students; Assist students in academic areas.
- Qualifications: Previous childcare experience.

Clerk: Customer Service

- Department: Finance.
- Duties: Answer calls and address inquiries from Utility customers; Capture call data in writing for Customer Service Representative call-backs; Filing and/or scanning various Utility forms; Assist staff with various clerical functions.
- Qualifications: At least one year of customer-service telephone experience; Good telephone and computer skills; Knowledge of various office equipment and computer word-processing functions (Microsoft Office).

Clerk: Files (Fire Prevention)

- Department: Fire & Rescue.
- Duties: Assist Fire Prevention secretary with the fire inspection records database; Records filing.
- Qualifications: General secretarial skills.

Clerk: Files (Fleet)

- Department: Public Works.
- Duties: Process and file completed Fleet repair orders.
- Qualifications: 2-3 years office experience; Good organization skills; Computer skills to include Microsoft Office.

Clerk: Office Assistant

- Department: Human Resources.
- Duties: Answer phones; Copy and file personnel documents; Assist with large records requests by counting and copying documents.
- Qualifications: Customer service experience; Good organizational skills; acute attention to detail; Ability to take direction and work independently; Ability to stand for extended periods of time.

Clerk: Records

- Department: Public Works.
- Duties: Receive construction plans; Scan plans into Laserfiche software; Maintain filing system; Prepare plans for transfer to off-site storage.
- Qualifications: Ability to use various computer programs and scanner.

Clerk: Records

- Department: Utilities.
- Duties: Receive and review documents; File and/or scan documents into Laserfiche software; Maintain filing system; prepare records for transfer to off-site storage.
- Qualifications: Ability to use various computer programs.

Clerk: Stock

- Department: Utilities.
- Duties: Receive and distribute stock; Maintain warehouse and outside stock area.
- Qualifications: Physically able to lift heavy objects and work in areas without air conditioning for extended periods.

Courier

- Department: Fire & Rescue.
- Duties: Run errands, deliver items to be repaired and drop off items to the different stations, etc.
- Qualifications: Ability to drive a city vehicle and lift at least 15-20 pounds; Possess a valid driver license with an acceptable driving record; Good communications skills.

Data Analyst: Process Engineering

- Department: Human Resources.
- Duties: Confer with Human Resources management to determine level of need for each goal; Analyze targeted process; Survey other agencies regarding specific topic; Review current law and established standards to determine compliance; Make recommendations based on analysis; Create action plan to improve targeted process; Audit HR processes and practices.
- Qualifications: Masters, student, teacher, or individual with oral and written communication skills; Ability to research via internet, phone or e-mail; Ability to refine data for draft submission; Policy writing experience.

Data Analyst: Process Engineering (Fleet)

- Department: Public Works.
- Duties: Analyze Fleet costs and trends data to identify opportunities; Submit suggestions based on findings.
- Qualifications: 3-8 years database management experience; Good organizational skills; Computer skills to include Microsoft Office.

Data Analyst: Process Engineering

- Department: Utilities.
- Duties: Review the operation processes at the two wastewater plants as well as the three water plants; Come up with suggestions on how to improve current processes; Also research alternative solutions to current processes; An emphasis should be put on energy/time savings as well as cost benefit analysis.
- Qualifications: Degree in Engineering with a background in water and/or wastewater plant processes.

Data Analyst: Purchasing Card Auditor

- Department: Finance.
- Duties: Spot check and review citywide Visa purchases bi-weekly by comparing invoices with what is received on the report; Verify city policies have not been breached.
- Qualifications: Detail oriented, preferably with auditing background; Competent with calculator and computer.

Data Analyst: Statistician

- Department: Fire & Rescue.
- Duties: Assist the Fire Data Analyst with the creation of databases; Assist with research and analysis of data and trends.
- Qualifications: 3-8 years database management experience; Good organizational skills; Computer skills to include Microsoft Office.

Data Entry: GIS

- Department: Utilities.
- Duties: Use ArcGIS to populate attribute information for existing meters, valves, hydrants, and lift stations; Assistance in using ArcGIS will be provided.
- Qualifications: Knowledge of basic computer applications; Knowledge of water/waste water utilities is preferred; Knowledge of spatial concepts preferred.

Data Entry: Office

- Department: Finance.
- Duties: Scan documents; Upload photos and copy to on-line auction site; Convert PDF files to website.
- Qualifications: Able to operate a computer, scanner, and other office equipment.

Data Entry: Office

- Department: Growth Management.
- Duties: Assist with the scanning and indexing of building permit documents and site planning documents; Prepare documents for scanning; Scan documents; Input documents' indexing data for sorting and storage; Perform basic clerical skills and tasks such as typing and coding, sorting and filing documents.
- Qualifications: Graduation from high school or GED; One year experience in records management; Ability to use Laserfiche software and scanning equipment.

Data Entry: Office

- Department: Utilities.
- Duties: Receive and review documents; Input pertinent information into computer; Answer telephone; Maintain files; Route incoming mail.
- Qualifications: Ability to use various computer programs.

Design/Modeling Technician

- Department: Public Works.
- Duties: Research most-recent requirements for transportation and drainage related projects; Hydrological and hydraulic modeling of watersheds.
- Qualifications: BS in Civil Engineering, Environmental Engineering, or other related field of study; Knowledge of Advanced Interconnected Pond Routing Version 3 (ICPRv3) software, Internet, and Microsoft applications.

Emergency: Damage Assessment Runner

- Department: Fire & Rescue.
- Duties: Assist/accompany officials during the damage assessment phase of an emergency situation; Drive a city vehicle; photograph damage; Record data.
- Qualifications: Must possess a valid driver's license with an acceptable driving record; Ability to operate a digital camera; Excellent oral and written communication skills; A second language would be helpful, but is not required.

Emergency: Data Entry (GIS)

- Department: Fire & Rescue.
- Duties: Assist GIS manager during declared emergencies by performing data entry and other miscellaneous duties.
- Qualifications: Experience with ArcGIS, Microsoft Office and Windows.

Emergency: Electrician

- Department: Fire & Rescue.
- Duties: Assist in diagnosing and correcting any equipment, instrument or facility based electrical problem that occurs at the Emergency Operations Center.
- Qualifications: Must possess a valid Master or Journeyman level electrician's license.

Emergency: Office Help

- Department: Fire & Rescue.
- Duties: Provide assistance to Fire-Rescue staff during declared disasters by: Answering phones; Operating copy and facsimile equipment; Assisting with food service; Performing general housekeeping tasks (keep building tidy, mop up spills, take out trash, and resupply paper goods).
- Qualifications: Ability to operate office equipment (telephone, copy/fax machine, etc.); Excellent oral and written communication skills; A second language would be helpful, but is not required.

Emergency: Plumber

- Department: Fire & Rescue.
- Duties: Provide assistance to Fire-Rescue staff during declared disasters by assisting in diagnosing and correcting any plumbing problem that occurs at the Emergency Operations Center.
- Qualifications: Must possess a valid Plumbing Contractor license.

Events: Assistant

- Department: Growth Management.
- Duties: Assist with preparations for special events and public hearings, including but not limited to copying and distributing flyers, contacting interested parties via e-mail or phone, preparing materials needed for the day of the event (i.e. create sign-up sheets for the Info Expo on foreclosure assistance); Assist with setting up and cleaning up on the day of the event.
- Qualifications: Knowledge of office equipment, Microsoft Office, and e-mail; Must possess a valid driver's license with an acceptable driving record; Ability to distribute flyers and physically assist with setup and cleanup of events.

Events: Assistant

- Department: Parks & Recreation.
- Duties: Assist with preparations for special events, including but not limited to copying and distributing flyers, contacting interested parties via e-mail or phone, preparing materials needed for the day of the event (i.e. create sign-up sheets for the 4th of July Bicycle Parade); Assist with setting up and cleaning up on the day of the event.
- Qualifications: Knowledge of office equipment, Microsoft Office, and e-mail; Must possess a valid driver's license with an acceptable driving record; Ability to distribute flyers and physically assist with setup and cleanup of events.

Events: Customer Service Booth

- Department: Utilities.
- Duties: Represent the Utilities Department in service to the community; Make direct contact with potential and existing customers; Answer residents' questions about utilities; Provide guidance and education of utilities to the public.
- Qualifications: Customer service experience; Effective speaking skills; Familiar with Utilities products and services.

Events: Holiday Flag Placement

- Department: Public Works.
- Duties: Place flags out just after sunrise on required holidays (President's Day, Memorial Day, Flag Day, 4th of July, Labor Day, Veteran's Day, Support Our Troops Rally); Remove flags prior to sunset; Order flag replacements and related materials; Manage the proper destruction of weathered flags.
- Qualifications: Ability to load flags on/off of a truck; Ability to read a map; Ability to properly install flags; Ability to determine flag-supply needs.

Events: Planner

- Department: Parks & Recreation.
- Duties: Plan and execute a money-generated program/event for the City of Palm Bay residents; Establish time lines and monitor progress throughout the planning period; Provide feedback to appropriate staff members on program/event; Coordinate all aspects of the event such as but not limited to money handling, set up, break down, staffing, and supplies, etc.
- Qualifications: Experience in event planning; Ability to solve problems and propose solutions to major issues as they arise; Ability to be extremely organized and manage time and resources effectively; Possess good writing and typing skills; Ability to be outgoing, motivating, enthusiastic, and creative.

GPS: Infrastructure

- Department: Public Works.
- Duties: Field locate infrastructure, evaluate based upon set standards, and document condition of infrastructure by photographs and prepared forms; Operate a hand-held GPS unit; Collect GPS data of pipes, sidewalks, light poles, benchmarks, curb inlets, traffic signs, street signs, traffic lights, and traffic counters; Notify Technician of any problems that are observed or data that needs edited.
- Qualifications: Possess a High School Diploma; Able to work in the field under certain weather conditions and unique terrain to visually evaluate infrastructure; Willing to walk, stand, climb, kneel, and enter areas for appropriate evaluation of infrastructure; Capable of using hand held and/or personnel computer devices; Able to read and write legibly and operate digital camera; Computer literate.

GPS: Tree Inventory

- Department: Public Works.
- Duties: Field locate trees on city-owned property; Identify species; Photograph; Measure height and diameter; Collect GPS data.
- Qualifications: Possess a High School Diploma; Able to work in the field under certain weather conditions and unique terrain to evaluate trees; Willing to walk, stand, climb, kneel, and enter areas for appropriate evaluation of trees; Capable of using hand held and/or personnel computer devices; Able to read and write legibly and operate digital camera; Computer literate.

Grants: Research/Write

- Department: Fire & Rescue.
- Duties: Research possible grant opportunities; Assist in the writing of grant applications.
- Qualifications: Strong computer skills, including all MS Office applications; Strong internet research skills; Strong technical writing skills; Knowledge and experience with grant writing.

Grants: Research/Write

- Department: Parks & Recreation.
- Duties: Research possible grant opportunities; Assist in the writing of grant applications.
- Qualifications: Strong computer skills, including all MS Office applications; Strong internet research skills; Strong technical writing skills.

Grants: Research/Write

- Department: Public Works.
- Duties: Research possible grant opportunities; Assist in the writing of grant applications.
- Qualifications: Strong computer skills, including all MS Office applications; Strong internet research skills; Strong technical writing skills.

Grants: Research/Write

- Department: Utilities.
- Duties: Search for grant opportunities; Apply for grant funding; Monitor projects for compliance with grant agency rules; Close out projects with grant agency.
- Qualifications: Excellent oral and written communication skills; Knowledge and experience of grants.

Graphic Arts/Design: Photographer

- Department: Fire & Rescue.
- Duties: Attend and take photos at City events involving Fire-Rescue, tours at schools, and possibly emergency incidents (if volunteer so desires).
- Qualifications: Own a digital camera; Ability to provide photos via direct download or by jump drive (provided by the Department); Knowledgeable in photography; Ability to follow/obey direction given on scene by officers in charge during emergencies.

Graphic Arts/Design: PowerPoint Specialist

- Department: Fire & Rescue.
- Duties: Assist Fire-Rescue Training with the creation of PowerPoint presentations for training (***Caution: Some materials may be graphic due to the nature of the subject--fire/emergency medical***); May also assist in presentations for budget, etc.
- Qualifications: Proficient in Power Point; creative; Excellent skills in grammar and spelling; detail oriented.

Graphic Arts/Design: Videographer

- Department: Public Works.
- Duties: Take pictures and video of assigned subjects; Download pictures and video to a professional media; Create training CDs of a variety of subjects.
- Qualifications: Must be familiar with digital cameras and photo software.

Graphic Arts/Design: Videographer

- Department: Utilities.
- Duties: Film, edit and produce informational videos; Assist in designing and creation of brochures, flyers, newsletters.
- Qualifications: Technical editing and video production skills; Creative with strong oral and written communication skills; Experience in layout and design; Attention to detail.

Graphic Arts/Design: Web Content

- Department: Public Works.
- Duties: Assist with the coordinating, organizing and creation of information for Web pages; Edit and rewrite text for content and clarity; Crop/resize photos, graphics and text for fit; Produce camera-ready copy for documents and Web pages; May produce projects such as schedules, news releases, overheads for presentation, and covers for reports or research papers.
- Qualifications: Knowledge of Internet functional concepts; Familiar with basic graphic software; Familiar with GIS and mapping.

Help Desk Attendant

- Department: Information & Innovation.
- Duties: Answering the help desk telephone and entering users' requests and computer related questions into a computer based ticketing system; Checking the Help Desk email and entering those requests; Work hours could be Monday through Friday from 11:00 a.m. to 2:00 p.m., but flexible.
- Qualifications: Good listening skills; Proper phone etiquette; Basic computer skills for word processing and mouse driven menu screens.

Horticulturalist

- Department: Bayfront Community Redevelopment Agency.
- Duties: Inspect landscaping at the BCRA green spaces and provide input on its maintenance.
- Qualifications: Horticulture certification.

Inspection: OSHA/Safety

- Department: Human Resources.
- Duties: Inspect City facilities for OSHA compliance; Review targeted City processes and functions for safety analysis; Identify and recommend action plans to improve or change problem areas based on analysis.
- Qualifications: Certified OSHA safety inspector; Degree in engineering or related field.

Instructor: Class

- Department: Parks & Recreation.
- Duties: Continual supervision of all students during class times to provide a safe, effective and motivating environment for physical activity; Assess participants and their ability level; Observe and teach good body mechanics; Constantly work with participants to enhance their knowledge of class and safety; Record attendance for classes.
- Qualifications: Must be motivated; Additional qualifications will be based on class type and instructor's experience.

Instructor: Fitness

- Department: Parks & Recreation.
- Duties: Develop fitness routines for members and guests.
- Qualifications: Certified fitness instructor; Knowledge of safe health practices.

Instructor: Human Resources

- Department: Human Resources.
- Duties: Design/obtain in-depth training materials for different Human Resources topics; Schedule training sessions at various departments or site locations; Lead scheduled training sessions.
- Qualifications: Strong research and public speaking skills; Ability to operate a computer, projector, and other teaching-aid devices; Specific knowledge/experience related to training topics.

Instructor: Spin

- Department: Parks & Recreation.
- Duties: Provide continual supervision of all Spin students during class times to provide a safe, effective and motivating environment for physical activity; Assess participants and their ability level; Observe and teach good body mechanics; Constantly work with participants to enhance their knowledge of Spin class and safety; Record attendance for Spin classes.
- Qualifications: Must be certified in Spin instruction and highly motivated.

Instructor: Wellness

- Department: Human Resources.
- Duties: Design/obtain in-depth training materials for different Wellness topics; Schedule training sessions at various departments; Lead scheduled training sessions.
- Qualifications: Strong research and public speaking skills; Working knowledge of Wellness topics; Ability to operate a computer, projector, and other teaching-aid devices; Nursing degree or certified fitness trainer.

Intern - Collections

- Department: Utilities.
- Duties: In-service training position to lead to a possible full time entry level position; Assist skilled employees in laying sewer lines, cleaning and televising sewer lines; Building and repairing manholes and inlets; Perform related work as required.
- Qualifications: Possession of a valid Florida driver's license and an acceptable driving record; Completion of 11th grade and enrollment in a cooperative education program; Ability to perform strenuous and/or repetitive physical tasks; Ability to work outside in Florida weather; Ability to make routine math calculations and tabulations.

Intern - Distribution

- Department: Utilities.
- Duties: In-service training position to lead to a possible full time entry level position; Assist skilled employees in repairing water mains, installing and repairing water services, hydrants, and valves; Perform related work as required.
- Qualifications: Possession of a valid Florida driver's license and an acceptable driving record; Completion of 11th grade and enrollment in a cooperative education program; Ability to perform strenuous and/or repetitive physical tasks; Ability to work outside in Florida weather; Ability to make routine math calculations and tabulations.

Intern - Water Treatment/Wastewater Treatment

- Department: Utilities.
- Duties: Assist with the treatment and operation of the water and waste water plants; Minimum 10 hours per week with a goal of 2080 hours of on the job training and experience to obtain Florida Department of Environmental Protection (FDEP) "C" level license.
- Qualifications: Familiar with Laboratory operations; Ability to work in a commercial/industrial environment; Math and comprehension skills a plus; Computer and data entry knowledge.

Inventory: Parts (Fleet)

- Department: Public Works.
- Duties: Maintain supply and equipment inventories; Store and issue supplies; Receive incoming stock; Assist with spot, cyclical, and quarterly inventories; Assist with Hazmat management; Assist with transporting vehicles and parts.
- Qualifications: General knowledge of warehousing, inventory and stock control procedures; Good organization, records keeping, and recording skills; Possess valid driver's license with an acceptable driving record; Ability to drive light body pickup truck; Able to exert up to 50 lbs of force occasionally, and/or 25 lbs of force frequently.

Inventory: Printers

- Department: Information & Innovation.
- Duties: Perform physical inventory of departments' printers; Record assignment of printers to individual employees; Record printers' locations on departmental site maps.
- Qualifications: Must possess a valid driver's license with an acceptable driving record; Ability to produce accurate records.

iPhone/iPad Applications Builder

- Department: Information & Innovation.
- Duties: Build iPhone/iPad applications as requested by the department; Work hours are flexible between 8:30 a.m. and 5:00 p.m.; Builder can work at the department or remotely.
- Qualifications: Ability to create applications; Ability to work independently; Ability to sign a waiver stating the applications built becomes the property of the City of Palm Bay.

Laboratory Assistant

- Department: Utilities.
- Duties: Assist Lab personnel in the gathering of required monthly water distribution samples.
- Qualifications: Knowledge and experience with working in a laboratory environment; Ability to read and interpret water sample plan and standard operating procedures; Computer data entry skills; Excellent communication skills with customer service experience.

Lot Porter

- Department: Public Works.
- Duties: Maintain inventory of vehicles awaiting auction; Remove equipment from vehicles; Prepare cars for auction photos; Relocate vehicles in lot to ensure organization.
- Qualifications: 1 year automotive experience; Acute attention to detail; Possess valid driver's license with an acceptable driving record; Ability to drive a light body pickup truck; Current forklift license desirable; Ability to lift 50-100 lbs.

Maintenance: Facilities

- Department: Parks & Recreation.
- Duties: Assist with electrical, plumbing, carpentry, HVAC and other miscellaneous repairs of City owned/leased facilities and office space.
- Qualifications: Ability to follow verbal instructions; Experience in electrical, plumbing, HVAC and carpentry repairs; Hands-on experience in any phase of construction; Knowledge of building materials, practices and codes; Ability to read and follow blueprints; Experience and ability to use various hand and power tools.

Maintenance: Irrigation System

- Department: Public Works.
- Duties: Periodically inspect irrigation systems for proper functionality; Perform repairs to irrigation system components as needed.
- Qualifications: Familiar with irrigation system components and repair.

Maintenance: Landscape

- Department: Police.
- Duties: Improve the outdoor image of facilities by trimming trees, weeding gardens, pressure-washing sidewalks, installing mulch, replacing plants, performing grounds inspections, and removing trash.
- Qualifications: General gardening skills; Basic handyman skills.

Maintenance: Landscape

- Department: Public Works.
- Duties: Keep the Public Works facility's landscaping well groomed by cutting grass, weeding, edging, trimming, etc.
- Qualifications: Must have own equipment; Ability to bend and reach as required.

Maintenance: Landscape

- Department: Utilities.
- Duties: Upkeep of facility grounds located throughout the Utilities Department; Mowing of facilities; Repair irrigation system as needed; Trim/edge/weed as needed; Trim/upkeep surrounding shrubbery.
- Qualifications: Knowledge of grounds-keeping equipment (mowers, trimmers, edgers, chainsaws, and grounds-keeping hand tools).

Maintenance: Lot Line DROW

- Department: Public Works.
- Duties: Hand clear lot-line ditches using chain saws, machetes, weed-eaters, etc.; Hand clear access areas for drainage rights-of-way.
- Qualifications: Ability to use hand tools; Ability to perform manual labor.

Maintenance: Median Beds

- Department: Public Works.
- Duties: Adopt and assist in the maintenance of medians and landscaped beds (including the Malabar Road and I95 Interchange); Mow grassy areas; Remove weeds in landscaped beds; Trim plants and trees as needed; Remove trash and other debris.
- Qualifications: Must have own equipment; Ability to bend and reach as required.

Maintenance: Parks

- Department: Parks & Recreation.
- Duties: Provide support to staff in daily maintenance and upkeep of City parks; Perform general grounds maintenance using standard equipment and safety equipment (includes mowing, weeding, edging, and exotic plant removal); May perform more-skilled labor if qualified.
- Qualifications: Ability to follow verbal instructions; Ability to operate lawn maintenance equipment; Ability to work outdoors while standing, bending, and kneeling.

Maintenance: Park Trails Worker

- Department: Parks & Recreation.
- Duties: Maintain park trails by physically removing trash and debris, and trimming back encroaching and overhanging vegetation.
- Qualifications: Ability to operate hand tools utilized in picking up trash and debris, and the trimming of weeds, bushes and trees; Ability to push/pull a trash barrel along park trails.

Maintenance: Public Assistance and In-House Needs

- Department: Fire & Rescue.
- Duties: Install smoke detectors and change batteries for those unable to do so; Perform “handyman” duties at Fire facilities (hang pictures, touch-up painting, etc).
- Qualifications: Ability to follow verbal instructions; Experience in electrical, and carpentry repairs; Ability to carry and climb ladders; Experience and ability to use various hand and power tools.

Maintenance: Rights-of-Way

- Department: Public Works.
- Duties: Assist skilled employees in right-of-way maintenance; Cut/trim grass, plants and trees as needed; Remove trash and other debris.
- Qualifications: Possession of a valid Florida driver's license and an acceptable driving record; Ability to follow verbal instructions; Basic landscape maintenance knowledge; Knowledge of grounds-keeping equipment (mowers, trimmers, edgers, chainsaws, and grounds-keeping hand tools).

Marketing Assistant

- Department: Bayfront Community Redevelopment Agency.
- Duties: Market the BCRA's programs, press releases, events, etc.
- Qualifications: Marketing skills/experience.

Marketing Assistant

- Department: Parks & Recreation.
- Duties: Collect information on upcoming classes, events, and programs, and promote them through various electronic and print media to increase the public’s awareness, interest, and attendance; Collect action photos of parks, events, and programs; Provide after-event information to publications demonstrating success of events, programs and classes.
- Qualifications: Experience in marketing, sales, electronic or print media, or advertising; Interest and desire to work with various media outlets; Excellent skills in grammar and spelling; Experience with digital photography.

Mechanic: Assistant

- Department: Public Works.
- Duties: Assist with performing preventative maintenance; Assist with changing tires; Assist with other minor repairs to light vehicles; Maintain Fleet facility and surrounding areas; Provide custodial support; Manage shop waste and Hazmat; Facility maintenance to include painting and repairs.
- Qualifications: Previous automotive experience (minimum 3 years desirable); 1 year experience painting; Steel toed shoes; Knowledge of tools, practices, materials, and equipment; Acute attention to detail; Ability to lift/carry 50-100 lbs.; Ability to drive a light body pickup truck; Possess valid driver’s license with an acceptable driving record; Current forklift license desirable.

Mechanic: Small Equipment

- Department: Parks & Recreation.
- Duties: Perform skilled mechanical work in the repair and maintenance of diversified groundskeeping, park maintenance and light construction equipment; Remove/replace worn and broken parts; Replace fluids; Diagnose malfunctions in equipment; Maintaining records of work performed.
- Qualifications: Graduation from high school including or supplemented by course work in small engine mechanics; 2 to 3 years of experience as a small equipment mechanic; Must possess a valid Florida Driver's License and an acceptable driving record; Must exercise independent judgment and initiative in diagnosing problems with equipment and completing indicated repair work.

Musician/Band

- Department: Parks & Recreation.
- Duties: Enhance special events and programming (such as the Farmer's Market, 4th of July, and Holiday Light Parade, etc.) by providing musical entertainment.
- Qualifications: Experience with performing for audiences; Ability to provide own musical instruments and sound equipment; Ability to set up and break down own equipment.

Outreach: Conservation

- Department: Utilities.
- Duties: Research, produce, and deliver presentations about water conservation to public (i.e., civic groups, schools, HOAs); Conduct and/or schedule workshops about water conservation; Assist with improving and implementing innovative water conservation programs (i.e., xeriscape, showerhead exchange program, toilet rebate program).
- Qualifications: Excellent oral and written communication skills; Ability to develop PowerPoint presentations; Organized and detail oriented; Knowledge of water conservation desirable

Public Information Liaison

- Department: Utilities.
- Duties: Efficiently distribute communications/door hangers to a targeted group of individuals throughout the City regarding construction projects, precautionary boil water notices and other important Utilities information.
- Qualifications: Ability to continuously walk for 2-3 hours; Ability to read a map; good sense of direction is helpful.

Receptionist: Office

- Department: Bayfront Community Redevelopment Agency.
- Duties: Answer phone, type, greet visitors, etc., when BCRA Secretary is away.
- Qualifications: Secretarial experience.

Receptionist: Office

- Department: Fire & Rescue.
- Duties: Answer phones; Greet visitors when fire personnel are occupied by training or on an emergency call; Take blood pressure readings (if qualified).
- Qualifications: Training on City phone system will be provided; EMT, PM, nursing/doctoral experience needed if taking blood pressure readings; A second language would be helpful, but is not required.

Receptionist: Office

- Department: Growth Management.
- Duties: Answer telephone and receives inquiries; Provide information or refer callers to appropriate personnel or agencies; Assist with walk in customers directing them to the proper personnel or divisions; Hand out the proper forms and applications to walk in customers.
- Qualifications: Graduation from high school and 1 year experience in clerical work to include data entry; Construction background helpful; Ability to record/deliver information, explain procedures, and follow oral/written instructions; Ability to communicate effectively and efficiently.

Receptionist: Office

- Department: Office of City Manager.
- Duties: Answer all incoming calls, check voice mail, and answer customer questions; Ensure lobby area is clean.
- Qualifications: Experience answering the phone; Good customer service.

Receptionist: Office

- Department: Parks & Recreation.
- Duties: Answer all incoming calls, check voice mail, and answer customer questions; Ensure copies of all flyers are available in the lobby; Ensure lobby area is clean.
- Qualifications: Experience answering the phone; Good customer service.

Research: Development Field Surveys

- Department: Growth Management.
- Duties: Field and office research on various land use, zoning, development and environmental subjects; Development for and analysis of data; Preliminary reports written.
- Qualifications: Graduation from high school or GED; Clear and effective oral and written skills and solid skills with Microsoft Office programs; Valid driver's license with an acceptable driving record.

Switchboard Operator

- Department: Information & Innovation.
- Duties: Answer phones at switchboard and correctly route calls; Greet people as they enter City Hall and help answer simple questions.
- Qualifications: Knowledge of, or the ability to learn, proper operation of a Nortel Network phone; Must be sociable and have a pleasant phone voice.

Tour Guide: Facilities

- Department: Utilities.
- Duties: Coordinate scheduling of Utilities-facilities tours; Conduct informative tours at various educational levels to groups interested in the treatment process; Work with Utilities Operators to develop tour routes to ensure the most safe environment for visitors.
- Qualifications: Ability and willingness to learn about the water & wastewater treatment processes; Excellent oral communication skills; Ability to manage and direct large groups of people; Organizational and scheduling abilities desirable.

Vehicle Safety Monitor

- Department: Public Works.
- Duties: Ensure safety and operational readiness of pool vehicle fleet by performing weekly vehicle checks (monitor pressures and fluid levels); Coordinate vehicle washings as necessary.
- Qualifications: 2-3 years automotive experience; Good organizational skills; Acute attention to detail; Possess valid driver's license with an acceptable driving record; Ability to drive a light body pickup truck.

Water: Mark Inlets

- Department: Public Works.
- Duties: Mark storm drains throughout the City utilizing equipment provided; communicate any pollution situations found to the supervisor.
- Qualifications: Able to work outside; Able to lift/carry 20 pounds approximately 100 yards at a time; Able to use spray paints in outdoor settings.

Water: Quality Monitoring

- Department: Public Works.
- Duties: Utilizing provided equipment, field test or collect test samples for water quality analysis; Update monitoring databases; Keep inventory of all water quality monitoring supplies.
- Qualifications: Proficient with Microsoft Office applications; An environmental-science background is preferred; Ability to work in adverse weather conditions, including extreme heat; Strong organizational skills and detail oriented.

Web Page Builder

- Department: Information & Innovation
- Duties: Build web pages as requested by the department; Work hours are flexible between 8:30 a.m. and 5:00 p.m.; Builder can work at the department or remotely.
- Qualifications: Ability to create web pages; Ability to work independently; Ability to sign a waiver stating the web pages built become the property of the City of Palm Bay.

Welder

- Department: Public Works.
- Duties: Design and fabricate repairs to tire cage; Fabricate vehicle accessories as necessary.
- Qualifications: 5-8 years as an experienced welder; Experience with a welder and grinder; Steel-toed shoes and appropriate wear; Ability to lift 50-100 lbs.; Painting skills.

Zoologist (Turkey Creek Sanctuary)

- Department: Parks & Recreation.
- Duties: Survey all animals living in the Turkey Creek Sanctuary. Use of live traps (large and small) to identify and record data. Release animals back into the Sanctuary.
- Qualifications: Ability to identify animals (birds, reptiles, mammals, fish) and record data.