



2023 POSITIONS AVAILABLE FOR SUMMER YOUTH EMPLOYMENT PROGRAM

*All questions may be directed to the
HUMAN RESOURCES DEPARTMENT – 352-728-9786 x1200*

CUSTOMER SERVICE

CLERICAL ASSISTANT (1 POSITION AVAILABLE)

Duties: Assist with duties performing routine office work such as customer service, records maintenance, correspondence (assist with processing incoming and outgoing mail and packages); perform office tasks such as data entry, typing letters, work orders, maintain schedules, filing, faxing, copying, answering telephones, scanning, posting payments received via mail, providing routine information or referring callers to appropriate staff, office or agency, and other duties as assigned.

Hours: Monday through Friday (Official hours will be set by supervisor)

ELECTRIC

ELECTRIC ASSISTANT (1 POSITION AVAILABLE)

Duties: This employee will rotate assisting with the Service Planning, Meter, and Substation divisions. Duties will include assisting with field mapping and collection of GPS coordinates, assisting with managing metering inventory, assisting with refurbishing of transformers, and assisting with general clean-up of work areas.

Hours: Monday through Friday 8:00 a.m. – 4:30 p.m. (1-hour lunch)

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY ASSISTANT (2 POSITIONS AVAILABLE)

Duties: This employee will assist the Information Technology Department with various job duties such as, basic Helpdesk operations utilizing ITIL principles; onboarding employees utilizing Active Directory; mobile device management utilizing Maas 360; troubleshooting software and hardware issues; answering phones; data entry; special projects, and any other office tasks.

Hours: Monday through Friday (Official hours will be set by supervisor)

LIBRARY

LIBRARY PROGRAM ASSISTANT (1 POSITION AVAILABLE)

Duties: The purpose of this position is to preserve and digitize obituaries, and other local history materials, in local newspapers. This employee will be filing, alphabetizing, scanning and saving files, and performing any other duties as assigned. Must be able to work independently or with a small group. Must possess an aptitude for detail and neatness.

Hours: Monday through Friday 8:30 a.m. – 5:00 p.m. (1-hour lunch)

RECREATION DEPARTMENT

ATHLETIC FIELD MAINTENANCE WORKER (2 POSITIONS AVAILABLE)

Duties: This employee will assist athletic field staff with those tasks oriented to maintaining the city's ball fields, such as: mowing, weed eating, field striping, raking, picking up trash, cleaning restrooms, equipment maintenance.

Hours: Monday through Friday, 7 a.m. to 2:30 p.m. (30-minute lunch) - will include evening and weekend hours in the event of tournaments.

PUBLIC WORKS

FACILITY MAINTENANCE WORKER (2 POSITIONS AVAILABLE)

Duties: This employee will assist the Facility Maintenance staff with various maintenance projects such as: HVAC, electrical, plumbing, building construction and any other duties as assigned.

Hours: Monday through Friday, 7 a.m. to 2:30 p.m. (30-minute lunch)

GROUNDS MAINTENANCE WORKER (4 POSITIONS AVAILABLE)

Duties: This employee will assist the Grounds Maintenance staff with various maintenance tasks such as: mowing, weed eating, raking, landscaping, loading and unloading materials such as grave, dirt, materials and tools, and any other duties as assigned.

Hours: Monday through Friday, 7 a.m. to 2:30 p.m. (30-minute lunch)

LIFT STATIONS MAINTENANCE WORKER (1 POSITION AVAILABLE)

Duties: This employee will assist Lift Stations Operations staff with various maintenance projects such as: Weed eating, mowing, assist with basic electrical, assist with pipe repair, building maintenance, pressure washing, painting and any other duties as assigned.

Hours: Monday through Friday, 7:00 a.m. – 2:30 p.m. (30-minute lunch)

STREETS MAINTENANCE WORKER (2 POSITIONS AVAILABLE)

Duties: This employee will assist the Streets Maintenance staff with various maintenance tasks such as: installing signs, filling potholes, laying millings, sidewalk repairs, loading and unloading materials such as millings, dirt, materials and tools, and any other duties as assigned.

Hours: Monday through Friday, 6:30 a.m. to 2:00 p.m. (30-minute lunch)

STORMWATER MAINTENANCE WORKER (2 POSITIONS AVAILABLE)

Duties: This employee will assist Stormwater Operations staff with various maintenance projects such as: Weed eating, mowing, cleaning inlets and outlets, picking up trash, shoveling, and other duties as assigned.

Hours: Monday through Friday, 7:00 a.m. – 2:30 p.m. (30-minute lunch)