



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
JOB OPPORTUNITY ANNOUNCEMENT  
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

**JOA #:** 17-18      **Position #:** 313003      **Posting Date:** 9/14/17      **Application Deadline:** Until filled  
**Position Title:** OPS Lands Assistant      **Starting Salary:** \$9.00/HR  
**Job Location:** Econfina Field Office – Youngstown, FL

**Minimum Qualifications:**

High school graduate or GED is preferred. Possession of a valid driver's license is required. Possession of a valid driver's license is required.

**Special Abilities:**

Ability to travel extensively within the assigned area, interact with the public, work outdoors, sustain excessive heat and inclement weather, lift up to 50 lbs., operate motorized and non-motorized boats, operate lawn equipment (mowers, blowers, edgers, etc.) off road all terrain and utility vehicles, and traverse uneven terrain. Basic knowledge of computer software used in office environment (MS Word, Excel, Outlook; timesheet programs, etc.) is desired, but not required.

**Description of Position:**

This is a part-time labor position, working mostly weekends, not to exceed 1,300 hours annually (20-25 hours per week) maintaining multiple public recreation sites. This position is a field position working in the areas of maintenance and management of public outdoor recreation facilities and conservation land management.

Duties include removal of garbage and litter, mowing and trimming grass, blowing and raking leaf litter, and other related tasks, including independent weekend work and frequent interaction with the public. Land management; prescribed burning; posting/marketing boundaries; fence maintenance and repair; maintaining facilities; tools and equipment; and other work tasks as directed by supervisor.

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**How to apply:** Submit a Northwest Florida Water Management District Application and resume to:  
[human.resources@nwfwater.com](mailto:human.resources@nwfwater.com) ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

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**NOTICE TO APPLICANT:** We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.