



SEACOAST HAS AN IMMEDIATE OPENING FOR A WATER PRODUCTION SUPPORT SPECIALIST

Performs duties of a staff support member and participates directly in the work of the individuals supported. Secure details of specialized information, performing office work, fieldwork, data collection, data entry, procurement, inventory control, maintaining asset management program and overall administrative support of the Water production staff.

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.

Minimum qualifications:

- Valid Florida Driver's License.
- High school graduate or equivalent.
- Experience in procurement including planning, supply research, selection, value analysis, and inventory control.
- Knowledge of Microsoft Excel and Microsoft Word.
- Any equivalent combination of education, experience and training may be considered.

Preferred Qualification:

- Five years' experience in engineering, utility, or construction industry.

Pay Range: \$22.77 to \$37.69 hourly

Outside Hire Starting Pay Range: \$22.77 to \$30.23 hourly depending on qualifications and experience.

Closing date: 12/20/2024

Excellent benefits to include employer paid health, dental, life, short & long-term disability and retirement.

To obtain a job application, please visit the Seacoast Utility Authority website at <http://www.sua.com/hr-careers/career-opportunities>

Please submit your application to:

Seacoast Utility Authority
Human Resources Department
4200 Hood Rd
Palm Beach Gardens, FL 33410
E-Mail: hr@sua.com
Phone: 561-656-2258