South Indian River Water Control District™

Established 1923

Operations Administrative Assistant

Job Title: Operations Administrative Assistant (Position Posting – October 2026)
Location: Jupiter, Florida
Department: Operations & Maintenance
Position Type: Full-Time, Non-Exempt with Benefits
Salary Range: $20.00 - $23.00 per Hour
Reports To: Supervisor of Operations

JOB SUMMARY:

The South Indian River Water Control District (the District) is seeking a highly organized and motivated Operations Administrative Assistant to provide administrative, and operational coordination support to the Operations Department. This position performs administrative processes associated with District activities that are supported by the contracted District Engineer and District Attorney and coordinated with internal field and administrative staff, including service request administration, operational scheduling, contractor coordination, compliance tracking, inventory management, and operational recordkeeping.

The Operations Administrative Assistant serves as a critical support resource that enhances operational efficiency, improves responsiveness to landowners and contractors, and helps ensure continuity of operations throughout the District. The position is based at the District's Stephen J. Hinkle Work Center in Jupiter, Florida, and is anticipated to begin in January 2027. Occasional field visits within the District may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Service Request Administration**
  - Maintain service requests from initial receipt through assignment, status updates, completion documentation, and closure.
  - Communicate with landowners to obtain additional information, photographs, and supporting documentation.
  - Assist with prioritizing, scheduling, and monitoring operational work activities.
  - Maintain service request databases, records, and performance reports.
  - Assist in developing reporting tools and operational performance metrics.
- **Administrative Coordination with the District Engineer**
  - Receive, organize, name, track, and transmit field information electronic files and support documentation to the District Engineer for review and analysis.
  - Convey engineering recommendations and designs into field implementation documents.
  - Maintain operational records, engineering correspondence, project files, and asset information.
  - Receive engineering recommendations, distribute information to appropriate staff, track project status, and maintain workflow documentation.
- **Operations Planning and Scheduling**
  - Assist in planning and coordinating field maintenance activities.
  - Prepare work schedules, work orders, and supporting documentation.
  - Coordinate operational activities between District staff, contractors, consultants, and vendors.
  - Track project progress and provide status updates.

- **Landowner and Contractor Coordination**
  - Serve as a liaison between the Operations Department, landowners, and contractors.
  - Coordinate driveway culvert cutouts associated with new construction projects.
  - Assist with landowner's contractor communications to support timely project completion.
  - Maintain professional relationships with landowners, vendors, consultants, and government agencies.
- **Compliance and Administrative Support**
  - Prepare and track enhanced communication letters sent from the District to landowners regarding encroachments, non-conforming driveway culverts, and other compliance matters.
  - Maintain operational records, permits, contracts, and compliance documentation.
  - Prepare correspondence, reports, spreadsheets, and department records.
  - Schedule meetings and coordinate operational communications.
  - Perform additional duties as assigned by the Supervisor of Operations.
- **Inventory and Asset Management**
  - Procure, track, and maintain inventories of road materials, culverts, signs, and operational supplies.
  - Assist with equipment and asset recordkeeping.
  - Coordinate surplus property disposal through GovDeals and related programs.

MINIMUM QUALIFICATIONS:

- **Education :** High School Diploma or GED required. Associate degree in Business Administration, Public Administration, Engineering Technology, Geographical Information System (GIS), Construction Management, or a related field preferred.
- **Experience:** Minimum of two (2) years of relevant administrative support, operations coordination, project coordination, public works, construction administration, or governmental experience. Experience with service request software, asset management systems, engineering coordination, public sector operations, or administrative workflow management is preferred.
- **Knowledge, Skills, and Abilities**
  - Strong organizational, communication, and time-management skills.
  - Proficiency with Microsoft Office 365 applications.
  - Ability to manage multiple assignments and deadlines simultaneously.
  - Ability to learn and effectively use District work management, recordkeeping, scheduling, and document management software.
  - Ability to complete and review operational reports.
  - Ability to communicate professionally with landowners, contractors, consultants, and government agencies.
  - Ability to work independently and exercise sound judgment.
  - Valid Florida Driver License required.
- **Preferred Qualifications**
  - Experience coordinating information exchanges between field personnel, consultants, contractors, and professional service providers is preferred.
  - Familiarity with local government, public works, drainage, roadway maintenance, construction administration, or special district operations.
  - English proficiency required; Spanish language skills are a plus.
- **Physical Requirements**
  - Frequent sitting, standing, walking, and computer use.
  - Occasional field visits to roads, rights-of-way, drainage facilities, and project sites.
  - Ability to lift and carry up to 30 pounds with or without reasonable accommodation.
  - Ability to periodically work outdoors in Florida weather conditions.

- **BENEFITS**
  - Health, Dental, and Vision Insurance
  - Paid Holidays (12)
  - Paid Time Off Leave
  - Life Insurance
  - Professional Development Opportunities

DISCLAIMER:

South Indian River Water Control District is an Equal Employment Opportunity Employer and complies with all applicable federal, state, and local employment laws. The District does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other legally protected status.

The District provides reasonable accommodations to qualified individuals with disabilities, as required by applicable law, unless doing so would create an undue hardship. Applicants and employees requiring accommodations are encouraged to contact the District to participate in the interactive process.

This position description identifies the essential functions and general responsibilities of the position and is not intended to be an exhaustive list of all duties. Employees may be assigned additional related duties as needed. The essential functions of the position must be performed with or without reasonable accommodation.

The final offer of employment is contingent upon successful completion of a pre-employment background screening which includes the following:

- Criminal Background Check
- Employment Verification
- Motor Vehicle Report (MVR) Check
- Certification/License Verification
- Drug and Alcohol Screening
- E-Verify

TO APPLY

Please submit your resume outlining your qualifications and interest in the position to the District at sirwcd@sirwcd.org, attention to Jennifer Hammond.

APPLICATION DEADLINE: JANUARY 18, 2027, AT 3:30 PM.