



Online Employment Application Guide

1. Log onto the City of Coconut Creek website: <http://coconutcreek.net/>
2. Click on the Employment icon (lower right side on screen under Help Center) to view the Human Resources Employment Opportunities' Screen. On this page, you can view current position openings or complete a job interest card for a position or category that may not be currently available.



3. To complete a job interest card for a position not currently available, click the “Request job notifications by category...” icon.

Search Criteria
 All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category [Select All Categories](#) [Clear All Categories](#)

<input checked="" type="checkbox"/> Building Maintenance (1)	<input checked="" type="checkbox"/> Community Services (1)	<input checked="" type="checkbox"/> Engineering (2)
<input checked="" type="checkbox"/> Parks (1)	<input checked="" type="checkbox"/> Parks and Recreation (2)	<input checked="" type="checkbox"/> Utilities (2)
<input checked="" type="checkbox"/> Wastewater (1)		

Search
 Enter keywords (optional): [Explain this](#)

[Go](#) or [Clear Search](#) [Request job notifications by category...](#)

[Print this page](#)

5 records found.
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Position	Emp. Type	Salary	Closing Date
Recreation Programmer (Special Needs)	Full-Time	\$18.13 - \$22.67 Hourly	Continuous
Structural Inspector	Full-Time	\$27.99 - \$34.98 Hourly	Continuous
Summer Recreation Leader	Temporary	\$11.50/Hour	Continuous
Utility Service Worker II (Wastewater)	Full-Time	\$15.76/Hour	Continuous
Utility Serviceworker I - Water	Full-Time	\$14.20/Hour	Continuous

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Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Coconut Creek whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category [Select All Categories](#) [Clear All Categories](#)

<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services	<input type="checkbox"/> Arts
<input type="checkbox"/> Attorney	<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Child Support	<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Code Enforcement
<input type="checkbox"/> Community Development	<input type="checkbox"/> Community Services	<input type="checkbox"/> Construction Maintenance
<input type="checkbox"/> Corrections	<input type="checkbox"/> Court Administration	<input type="checkbox"/> Custodial
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity Management/EEO
<input type="checkbox"/> Drivers	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Education
<input type="checkbox"/> Elections	<input type="checkbox"/> Electronics	<input type="checkbox"/> Emergency Management
<input type="checkbox"/> EMS	<input type="checkbox"/> Engineering	<input type="checkbox"/> Environmental Services
<input type="checkbox"/> Executive Management	<input type="checkbox"/> Facility Management	<input type="checkbox"/> Fire & EMS
<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Food Services	<input type="checkbox"/> Forensics
<input type="checkbox"/> Forestry	<input type="checkbox"/> Graphic Arts	<input type="checkbox"/> Grounds & Landscaping
<input type="checkbox"/> Health Education	<input type="checkbox"/> Health Services	<input type="checkbox"/> Hearing Examiner
<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Housing	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Human Services	<input type="checkbox"/> Hydrogeology	<input type="checkbox"/> Internship
<input type="checkbox"/> Investigative	<input type="checkbox"/> IT and Computers	<input type="checkbox"/> Laboratory
<input type="checkbox"/> Land Use	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Legal
<input type="checkbox"/> Library	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Management
<input type="checkbox"/> Marketing	<input type="checkbox"/> Medical Examiner	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Museum	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Nursing	<input type="checkbox"/> Nutrition	<input type="checkbox"/> Organizational Development
<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Parks	<input type="checkbox"/> Parks and Beaches
<input type="checkbox"/> Parks and Recreation	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Physicians
<input type="checkbox"/> Planning and Development	<input type="checkbox"/> Probation	<input type="checkbox"/> Professional
<input type="checkbox"/> Project Management	<input type="checkbox"/> Public Broadcasting	<input type="checkbox"/> Public Health
<input type="checkbox"/> Public Records	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Public Works	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Records Management	<input type="checkbox"/> Recreation	<input type="checkbox"/> Redevelopment
<input type="checkbox"/> Risk Management	<input type="checkbox"/> Safety	<input type="checkbox"/> Sanitation
<input type="checkbox"/> Security	<input type="checkbox"/> Social Services	<input type="checkbox"/> Tax Administration
<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Trades	<input type="checkbox"/> Training
<input type="checkbox"/> Transit	<input type="checkbox"/> Transportation	<input type="checkbox"/> Urban Forestry

4. To view current position openings, scroll to the bottom of the page.

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5. Click on the position to review the detailed information regarding the job: job description, benefits, minimum qualifications, supplemental questions, salary etc. Click on the Apply link to open the application.

Employment with the City

To find more information related to Human Resources, go [HERE](#)

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NEOGOV

Job Title: Structural Inspector
Closing Date/Time: Continuous
Salary: \$27.99 - \$34.98 Hourly
 \$58,219.20 - \$72,758.40 Annually
Job Type: Full-Time
Location: 4800 West Copans Road, Coconut Creek, Florida

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<p>GENERAL PURPOSE:</p> <p>Performs senior-level and technical or specialized work in the Building division of in the Sustainable Development department. Responsible for performing daily building inspection to insure structural code compliance; ensures quality and safety in accordance with City zoning rules and regulations. Work is performed under general direction with some latitude in the use of initiative and independent judgment as it relates to compliance with codes and plans in the area of specialization.</p> <p>Hours of work: Monday through Thursday 7:00 A.M. to 6:00 P.M.; Days and hours are subject to change.</p>		



6. Log In:

- a. If you already have a governmentjobs.com personal account, log in using the applicant username and password that you created.
****Note: you will not be able to create another account using the same e-mail address.**
- b. Or, if you have never registered with governmentjobs.com, you will need to set up an account. To do so, click on [Create an account](#).

Structural Inspector

[Job Details](#) [Apply](#)

[Sign in to apply](#) [Create an account](#)

*Username or Email

*Password

[Sign In](#)

[Forgot Username](#) | [Reset Password](#)

7. If you are registering for governmentjobs.com for the first time, you must complete a Personal Profile. If you are a returning user, you may update your Personal Profile. Your Personal Profile is saved on governmentjobs.com and will make applying to future jobs a quicker and easier process.

8. **Add Education, Work Experience, Certificates/Licenses, Skills, and References to your application. You may also attach a cover letter, resume or copies of certifications and diplomas. Failure to complete this information may result in your application being removed from consideration. However, submitting this information does not substitute for completing the Work Experience, Certifications/Licenses, Skills and Reference Sections.**

Education	
Graduate School <i>Nova Southeastern University</i> [Unspecified Start] - [Unspecified End] Davie, Florida	Did you graduate: Yes College Major/Minor: MBA Degree Received: Master's
College <i>University of Central Florida</i> [Unspecified Start] - [Unspecified End] Orlando, Florida	Did you graduate: Yes College Major/Minor: Liberal Studies Major with Minors in Marketing and Mass Communications Degree Received: Bachelor's
Work Experience	
Human Resources Generalist 7/2011 - 8/2013 The Hair Club for Men and Women Boca Raton, Florida	Hours worked per week: 40 Monthly Salary: \$0.00 # of Employees Supervised: 0 Name of Supervisor: Michele Chappell - VP of HR May we contact this employer? Yes
Duties Manage day-to-day operations of the Human Resources office for a staff of 950 employees in 95 locations throughout North America. Take hands on approach to develop and administer human resources policies, procedures, and programs throughout the organization.	
<ul style="list-style-type: none"> •Process all FMLA requests in a timely manner •Update and maintain policies and procedures for job descriptions and employee handbook •Work in conjunction with the legal department and the Vice President of Human Resources on issues in relation to state and federal statutes such as employment standards, human rights, equal opportunity, discrimination, harassment, and other employment matters •Employ consultative and service oriented approach to customer departments, divisions, and employees •Respond to inquiries for information and present information as needed to Vice President of Human Resources •Update and maintain the performance management system and career development programs •Responsible for payroll processing and administering 	
Reason for Leaving Position Eliminated - Company sold	
Human Resources Manager 12/2007 - 5/2011 Vantage Hospitality Group Coral Springs, Florida	Hours worked per week: 40 Monthly Salary: \$0.00 Name of Supervisor: Tim Liston - Controller May we contact this employer? Yes
Duties Developed HR Department and spearheaded all Human Resources activities for 85 employees in the corporate offices for Americas Best Value Inn and The Lexington Collection Hotel brands; the 10th largest hotel company world-wide, as well as affiliated companies in Florida, California, Ohio, Las Vegas including Regional Directors and Salesmen.	
<ul style="list-style-type: none"> •Entrusted with personal and confidential information •Administration, communication, and renewal of Health/Dental/Vision benefits, 401K, FSA, and COBRA •Complete payroll administration and manage release of W2's and 1099's •PTO/Vacation use and accrual tracking •Recruitment and Termination Support •Developed and Conducted New Hire Orientations, Ethics and Sexual Harassment Training •Maintained Employee Handbook and creation of company policies and guidelines •Created company internal newsletter "The Vantage Point" 	
Reason for Leaving Position Eliminated	

9. Answer the agency-wide and job specific supplemental questions (if any).

Structural Inspector Supplemental Questionnaire

*1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

Yes
 No

*2. Are you certified as required by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Structural Inspector?

Yes
 No

*3. Are you an Architect or an Engineer in the discipline requested and having practiced within the HVHZ for at least three(3) years?

(Including application of Education/Experience Credits)

Yes
 No

*4. Do you possess five (5) years construction experience in the structural discipline in a supervisory capacity of which at least two (2) years shall have been within the jurisdiction of the HVHZ code.

(Including application of Education/Experience Credits)

Yes
 No

*5. Do you possess five (5) years construction experience in the structural discipline and five (5) years as an active State Certified structural inspector of which at least two (2) years shall have been within the jurisdiction of HVHZ code.

(Including application of Education/Experience Credits)

Yes
 No

*6. Do you possess a current Certificate of Competency as a General Contractor (Unlimited) issued by:

Florida Construction Industry Licensing Board.
 Broward County Central Examining Board of Building Construction Trades (as Class "A" Unlimited General Contractor).
 Dade County Construction Trades Qualifying Board,Block proctored, issued on or after January 1, 1968.
 Florida Department of Business and Professional Regulation as an architect or engineer.
 None of the Above.

10. Review your application carefully. Incomplete information may disqualify your application.

If you have any questions throughout your application process, please contact the Human Resources department at 954-956-1451