

RESOLUTION 65-11-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO PROVIDE FOR THE POSITION OF OPERATIONS TECHNICIAN I; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to contain the position of Operations Technician I, a non-exempt position in the Public Works Department, which position shall become part of the Classification and Pay Plan of the Town of Lake Park. A copy of the job description for this position is attached as Exhibit A.


Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Baliu who moved its adoption. The motion was seconded by Commissioner Osterman and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	_____
VICE-MAYOR ED DALY	<u>X</u>	_____
COMMISSIONER CHUCK BALIUS	<u>X</u>	_____
COMMISSIONER JEFF CAREY	<u>X</u>	_____
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	_____

The Town Commission thereupon declared the foregoing Resolution NO. 65-11-06 duly passed and adopted this 1 day of November, 2006.

TOWN OF LAKE PARK, FLORIDA


BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


Vivian Mendez
TOWN CLERK



Approved as to form and legal sufficiency

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

OPERATIONS TECHNICIAN I

CLASSIFICATION CODE: 177
PAY GRADE: **
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

Performs semi-skilled, skilled, and technical level tasks and functions in support of all the divisions in the Public Works Department under the direction of the Public Work Director. According to work assignments, the employee in this classification will perform surveys and inspections, provide administrative assistance to staff, perform miscellaneous office functions, assist all divisions in many capacities during periods of peak demand or staff shortages. In addition, this employee shall assist maintenance in parts and inventory procedures and assist the Public Works Director in monitoring OSHA and safety regulations compliance. May be asked to participate in special projects and interact with other staffers outside of the Public Works Department. Employees in this classification function in an independent capacity as directed with minimal supervision, and may sometimes act in a lead position with other staff of the Public Works Department. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Assists the maintenance division in the areas of inventory control and parts
2. Assists with the procurement of Public Works inventory and supplies.
3. Performs inspections on sidewalks and driveways for Code compliance
4. Ensures adherence to safety and OSHA requirements with spot and scheduled inspections, while maintaining proper logs on all inspections
5. Performs administrative duties in support of the Assistant to the Public Works Director, including answering incoming telephone calls, interoffice correspondence, filing, examining reports and invoices, vendor trips, information requests, and updating the Town Hall marquee
6. Supports the Sanitation Division as a driver during peak times and shortages
7. Performs swale and tree inspections
8. May assume various functions in the Facilities and Grounds Divisions on an as-needed basis

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9. Works independently or as part of a team project effort, depending upon the area of assignment
10. May be assigned to special projects in support of the Public Works Director or the Operations Manager
11. Responds to emergency call-ins for all Town critical events

KNOWLEDGE, SKILLS AND ABILITIES:

High School Diploma or GED required, supplemented by two (2) years of experience in a Public Works related position. Valid Florida CDL license with Class B endorsement required. OSHA certification required or the ability to obtain OSHA certification within three months of hiring. Must possess knowledge of computer operations including Microsoft Outlook, Microsoft Word, and Excel. Must be familiar with inventory control and purchasing procedures.

PHYSICAL REQUIREMENTS:

Tasks involve irregular and very moderate physical effort. May involve some climbing and balancing. May also involve lifting, carrying, pushing or pulling objects 20-50 pounds in weight and the lifting of heavier objects on occasions.

ENVIRONMENTAL REQUIREMENTS:

Tasks may be performed with potential for exposure to adverse conditions such as dirt, heat, dust, pollen, odors, wetness, humidity, rain, machinery, animals/wildlife, and toxic/poisonous agents.

The Town of Lake Park is an Equal Opportunity Employer. In compliance with Equal Opportunity guidelines and the Americans with Disabilities Act, the Town of Lake Park provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.