

RESOLUTION 29-05-08

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 RECREATION BUS DRIVER; 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 add the position of Recreation Bus Driver and corresponding job description. A copy of the job description for this position is attached hereto as Exhibit A.

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

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

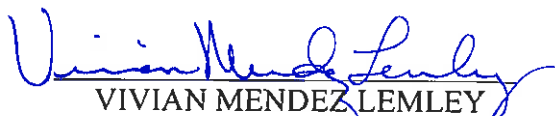
	AYE	NAY
MAYOR DESCA DUBOIS	<u>Absent</u>	<u> </u>
VICE-MAYOR ED DALY	<u>X</u>	<u> </u>
COMMISSIONER CHUCK BALIUS	<u>X</u>	<u> </u>
COMMISSIONER JEFF CAREY	<u>X</u>	<u> </u>
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution NO. 29-05-08 duly passed and adopted this 21 day of May, 2008.

TOWN OF LAKE PARK, FLORIDA


BY: 
for DESCA DUBOIS
MAYOR

ATTEST:


VIVIAN MENDEZ LEMLEY
TOWN CLERK

TOWN OF LAKE PARK
(TOWN SEAL)
SEAL
FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

RECREATION BUS DRIVER

CLASSIFICATION CODE: 182
PAY GRADE:
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for driving the Town bus during summer camp and Town sponsored events and bus trips. Performs related duties as directed. 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 all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation Bus Driver position.

- Operate the Town bus during the Town of Lake Park summer camp program, for Town sponsored events and bus trips
- Check the operating condition of the Town bus before commencing on each trip
- Immediately report any defects to the Recreation Director
- Ensure that transported children observe all regulations prescribed by the Town of Lake Park and the State of Florida
- Maintain orderly conduct on the bus and ensure that children adhere to safety practices and procedures
- Keep the interior of the bus clean and neat
- Serve as a positive role model and refrain from using harsh or derogatory language when speaking to children and adults
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED, plus valid Florida CDL Class C Drivers License. Must present a certified driving record acceptable to the Town. Must

obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp, and be able to work a varied work schedule, including some weekends and holidays.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight, and the operation of vehicles or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.