

**RESOLUTION No. 63-11-08**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF GROUNDS MAINTENANCE CREW LEADER; 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 amend the job description for the position of Grounds Maintenance Crew Leader. 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 Carey, who moved its adoption. The motion was seconded by Commissioner Balius and upon being put to a roll call vote, the vote was as follows:

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

The Town Commission thereupon declared the foregoing Resolution NO. 63-11-08 duly passed and adopted this 19 day of November, 2008.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois  
DESCA DUBOIS  
MAYOR

ATTEST:

Vivian Mendez Lemley  
VIVIAN MENDEZ LEMLEY  
TOWN CLERK



Approved as to form and legal sufficiency:

BY: Thomas J. Baird  
THOMAS J. BAIRD  
TOWN ATTORNEY

# GROUNDS MAINTENANCE CREW LEADER

**JOB CODE:** 575

**DEPARTMENT:** PUBLIC WORKS

## CHARACTERISTICS OF THE CLASS

Assigned to the Grounds Maintenance division of the Public Works Department; works under the direction of the Public Works Director or Foreman performing a variety of maintenance tasks while acting as leader to a crew of semi-skilled employees. Responsible for supervision of crew while participating with fellow crew members in work projects. Work is reviewed in progress and completion for conformance with policies and procedures. Performs other work as requested. Will not be classified as management. **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 this position.

1. Prepares daily work schedules and work procedures, assigns personnel within the crew and acts as crew leader and working **spokesperson**. Maintains records of activities and personnel.
2. Determines equipment and material needs for the crew relating to specific jobs assigned.
3. Determines maintenance needs of equipment utilized and when servicing of equipment may be required. Reports deficiencies to Foreman or Director.
4. Oversees the efficiency, production, safety and work habits of crew members, providing technical assistance and training in the use of procedures and equipment.
5. Responds to citizen inquiries regarding services performed under the jurisdiction of Grounds Maintenance.
6. Determines purchases needed for regular and special projects.

## **EXAMPLES OF WORK PERFORMED**

Performs tree and grounds care and maintenance.  
Removes and trims brush and grinds stumps on public property.  
Plants trees, shrubs and flowers.  
Prepares and applies spray solutions, operates and maintains spray equipment, power equipment and mechanical equipment.

## **REQUIREMENTS**

### **A. Training and Experience:**

High school graduate or equivalent supplemented by (5) years experience in grounds /landscape maintenance, two of which must have been at the supervisory level.

### **B. Knowledge, Abilities and Skills:**

Knowledge of maintenance principles and practices for grounds.

Knowledge of techniques in supervision of personnel.

Knowledge of occupational safety rules and practices.

Knowledge of tools and equipment needed to perform grounds maintenance

Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of tools and equipment of the job

Ability to communicate effectively, orally and in writing in English and to work effectively with employees.

Ability to plan and schedule work projects and personnel, write reports and maintain records and files.

Ability to perform manual labor in all weather conditions.

**Skill** in operating a variety of tools and equipment used in Public Works.

### **C. Physical Requirements:**

Tasks involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools.

**D. Environmental Requirements:** Tasks may require frequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Tasks require color, sound, odor, form and texture perception and discrimination.

**F. Bloodborne Pathogens:**

Category II - 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.