

RESOLUTION 64-11-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO ADD THE JOB DESCRIPTION FOR THE POSITION OF FOREMAN GENERAL INFRASTRUCTURE; 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 job description for the position of Foreman General Infrastructure. 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>	—
VICE-MAYOR ED DALY	<u>/</u>	—
COMMISSIONER CHUCK BALIUS	<u>/</u>	—
COMMISSIONER JEFF CAREY	<u>/</u>	—
COMMISSIONER PATRICIA OSTERMAN	<u>/</u>	—

The Town Commission thereupon declared the foregoing Resolution NO. 64-11-08 duly passed and adopted this 19 day of November, 2008.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian M. Lemley
VIVIAN MENDEZ LEMLEY

TOWN CLERK

TOWN OF LAKE PARK
TOWN SEAL

FLORIDA

Approved as to form and legal sufficiency:

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

FOREMAN GENERAL INFRASTRUCTURE

JOB CODE: 563
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the direction of the Public Works Director performs supervisory and hands-on work with assigned operations within the Public Works Department such as, streets, sidewalks, storm water, facilities maintenance, grounds, construction and maintenance. Supervision is exercised over unskilled and semi-skilled employees and is responsible for participating with crew members in work projects. Work is reviewed in progress and upon completion for conformance with policies and procedures. Performs other work as requested. **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. Prepare daily work schedules, plan work procedures, assign personnel, oversee supervision of work, maintain records of activities and personnel.
2. Determine equipment and material needs, prepare, reports, specifications, and other documents as needed, investigate for needed repairs and make recommendations.
3. Oversee the efficiency, production, safety, and work habits of departmental employees, provide technical assistance and training in use of procedures and equipment.
4. Supervise, train, and evaluate staff and provide for continuing development and training.
5. Schedule, direct and review the work in the construction, maintenance and repair of municipal streets, sidewalks, storm drainage, swales, grounds, earthwork, building facilities, other Town property and related equipment and vehicles.
6. Respond to citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works.
7. Determine purchases needed for regular and special projects.
8. Works "hands-on" independently and in conjunction with subordinate employees.

REQUIREMENTS

A. Training and Experience:

High School graduate or equivalent supplemented by five (5) years of experience in construction and maintenance of municipal infrastructure and facilities of which two (2) years must have been at the supervisory level. Must possess valid Florida CDL license with a Class B endorsement.

B. Knowledge, Abilities and Skills:

- Knowledge of construction and maintenance principles and practices for streets, sidewalks, grounds, drainage and building facilities.
- Knowledge of the principles and practices for supervision and management for the above described disciplines.
- Knowledge of occupational safety rules and practices.
- Knowledge of tools and equipment needed to perform public works construction, maintenance and repair.
- Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of the tools and equipment of the job.
- Must be able to communicate effectively orally and in writing in English.
- Ability to work effectively with employees and the public.
- Ability to make cost estimates for project needs including equipment and materials.
- 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.
- Skilled in operating a variety of tools and equipment used in public works construction and maintenance.

C. Physical Requirements:

Task involves the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of heavy equipment calling for adherence to exacting standards of depth, grade, dimensions and contours.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires 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.