

RESOLUTION No. 52-10-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO ADD THE POSITION OF PARKING ENFORCEMENT/CODE COMPLIANCE OFFICER; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; 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 Uniform Classification System 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 Uniform Classification System is revised to add the position of Parking Enforcement/Code Compliance Officer. 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.

**PARKING ENFORCEMENT/CODE
COMPLIANCE OFFICER**

JOB CODE: 321
PAY GRADE:
DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT

CHARACTERISTICS OF THE CLASS:

Under direct supervision of the Community Development Director, enforces Town parking control regulations, construction permitting regulations and commercial vehicle ordinances and regulations; interacts with the public in regard to enforcement issues and general information matters; maintains parking enforcement equipment, such as hand held computerized ticketing units and performs related duties as assigned. 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 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 Parking Enforcement/Code Compliance Officer position.

- Patrols parking areas within the Town to ensure compliance with Town parking rules and regulations.
- Interprets and enforces laws, codes and ordinances relating to parking and makes decisions concerning parking violations; issues standard citations for illegally parked vehicles.
- Interprets and enforces laws, codes and ordinances relating to construction permitting and signage display; issues citations for illegal construction and signage display.
- Explains proper parking procedures to individuals potentially in violation of Town parking regulations.
- Aids motorists in need of assistance.
- Prepares written reports as necessary.
- Performs other related duties as assigned by the Community Development Director.

REQUIREMENTS:

A. Education and Experience:

- High school diploma or equivalent. Must have a current and valid Florida Driver's License. Computer skills, including Excel and Word also required. Certification by the Florida Association of Code Enforcement, Inc. as a Code Enforcement Officer preferred but not required.

B. Knowledge, Skills and Abilities:

- Ability to become knowledgeable of Town Ordinances, procedures and practices pertaining to vehicles, parking and permit enforcement and to carry out assignments with increasing autonomy and accountability.
- Excellent interpersonal and customer service skills.
- Ability to exercise sound judgment within established guidelines and supervisory direction.
- Ability to analyze situations and determine appropriate courses of action.
- Ability to prepare clear and concise correspondence.
- Ability to establish and maintain effective working relationships with staff, public and other governmental agencies.
- Ability to communicate effectively both orally and in writing
- Ability to prepare and maintain clear, concise and accurate documentation and records.
- Ability to work a diverse work schedule.

PHYSICAL REQUIREMENTS:

Tasks involve frequent walking, standing, some lifting and carrying objects of moderate weight (12 to 20 pounds), and the operation of motor vehicles, computer keyboard or other office equipment, hand tools in which manipulative skills and hand-eye coordination are required.

ENVIRONMENTAL REQUIREMENTS:

Tasks may require frequent exposure to adverse environmental conditions, and require color, sound, odor and form perception and discrimination.

BLOODBORNE PATHOGENS:

Category III – Minimal to No 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.

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

	AYE	NAY
MAYOR DESCA DUBOIS	<u>/</u>	—
VICE-MAYOR JEFF CAREY	<u>/</u>	—
COMMISSIONER ED DALY	<u>/</u>	—
COMMISSIONER PATRICIA OSTERMAN	<u>/</u>	—
COMMISSIONER KENDALL RUMSEY	<u>/</u>	—

The Town Commission thereupon declared the foregoing Resolution NO. 52-10-09 duly passed and adopted this 21 day of October, 2009.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian M. Lemley
VIVIAN M. 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