

RESOLUTION NO. 45-10-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO ADD THE JOB DESCRIPTION FOR THE POSITION OF LIBRARY FACILITIES CUSTODIAN; 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 job description for the position of Library Facilities Custodian. 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.

LIBRARY FACILITIES CUSTODIAN

EXHIBIT A

JOB CODE: 346
DEPARTMENT: LAKE PARK PUBLIC LIBRARY

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a wide range of custodial tasks at the Lake Park Public Library involving the use of cleaning materials and equipment. Primary responsibility is for cleaning throughout the Library building including computers and other related equipment. Perform as 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 any one 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 Library Facilities Custodian position.

1. Sweep mop scrub wax polish and vacuum floors, wax and polish and clean furniture
2. Dust windows, woodwork, book shelves and cabinets, and remove all scuff marks
3. Clean and sanitize computer keyboards, mouse, monitors and other related equipment.
4. Clean and sanitize all restrooms, kitchen and fixtures
5. Check and stock related supplies as needed
6. Check to ensure that all lavatory facilities are properly functioning
7. Remove and dispose of all rubbish and trash in designated areas
8. Report to the Library Director any damage to structure or any equipment or furniture

MINIMUM REQUIREMENTS:

A. Training and Experience:

At least three years of experience in janitorial work specifically in office and/or library environments

B. Knowledge, Skills and Abilities:

- Ability to read, understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with the public and staff.
- Ability to maintain a high standard of maintenance, cleaning and disinfection
- Ability to conduct several tasks at once and adapt to changing needs
- Strong attention to detail and thoroughness
- Thorough knowledge of office custodial practices, cleaning processes, supplies and equipment, and the use of proper cleaning methods and materials as they pertain to office electronics and other surfaces
- Ability to work a varied work schedule

C. Physical Requirements:

Work involves physical effort, i.e. standing walking or frequent light lifting (five to sixty), push and pull 100 pound carts and lift boxes weighing up to 50 pounds and dexterity of fingers, limbs or body in the use or shifting of office equipment.

Work involves squatting and reaching low areas such as floor level shelves, ledges and recessed areas to clean.

D. Environmental Requirements:

Work is performed in a library environment. Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain fumes, etc.

E. Sensory Requirements:

Work requires color and form perception and discrimination.

F. Blood Borne Pathogens:

Category II – Minimal to No Risk of 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 Commissioner Hockman 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 PATRICIA OSTERMAN	<u>Absent</u>	<u> </u>
COMMISSIONER STEVEN HOCKMAN	<u>/</u>	<u> </u>
COMMISSIONER JEANINE LONGTIN	<u>/</u>	<u> </u>
COMMISSIONER KENDALL RUMSEY	<u>/</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution NO. 45-10-10 duly passed and adopted this 6 day of October, 2010.

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