

RESOLUTION No. 30-10-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF DOCK ATTENDANT; 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 amended to revise the job description for the position of Dock Attendant. A copy of the revised job description is attached hereto and incorporated herein as set forth in Exhibit A.

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

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

	AYE	NAY
MAYOR JAMES DUBOIS	<u>/</u>	<u>—</u>
VICE-MAYOR KENDALL RUMSEY	<u>/</u>	<u>—</u>
COMMISSIONER STEVEN HOCKMAN	<u>Absent</u>	<u>—</u>
COMMISSIONER JEANINE LONGTIN	<u>/</u>	<u>—</u>
COMMISSIONER TIM STEVENS	<u>/</u>	<u>—</u>

The Town Commission thereupon declared the foregoing Resolution NO. 30-10-12 duly passed and adopted this 3 day of October, 2012.

TOWN OF LAKE PARK, FLORIDA

BY: [Signature]
JAMES DUBOIS
MAYOR

ATTEST:

[Signature]
VIVIAN LEMLEY

TOWN CLERK



Approved as to form and legal sufficiency:

BY: [Signature]
THOMAS J. BAIRD
TOWN ATTORNEY

DOCK ATTENDANT

JOB CODE: 610
DEPARTMENT: MARINA

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Dock Master and/or Harbor Marina Director, performs required marina related work in the operation of the Lake Park Harbor Marina. Performs minor repair work and maintenance related tasks on Marina property, assists in providing safe and pleasant conditions for Marina visitors, and ensures that dockage and boat ramp fees are collected and accounted for on a daily basis. Work is reviewed through observation for the achievement of desired results. 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 any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Dock Attendant position.

1. Operate the Marina Dock Master software program for vessel reservations, point of sale transactions, billing, contracts, arrivals, departures, and daily reconciliation of revenues.
2. Collect boat ramp and dockage fees, issue docking permits and parking permits for the boat ramp operations, and maintain related records.
3. Check boat arrivals daily for inventory purposes and to ensure that they are secure and in proper condition; assist docking boats on a daily basis.
4. Clean up litter around Marina and parking lot area; check dock area for unsafe conditions and report any to Dock Master and/or the Harbor Marina Director.
5. Assist the Dock Master and/or Harbor Marina Director in general maintenance tasks including but not limited to pressure washing facilities, dispensing fuel, trash removal, minor equipment repair, cleaning restrooms, and other assigned duties.
6. Enforce Marina rules and regulations and report infractions to the Dock Master and/or Harbor Marina Director.

7. Assist the Dock Master and/or Harbor Marina Director in the general operation of the Marina office including such tasks as, programming fuel and dockage rates, filling out work orders, stocking supplies for the cleaning service, and checking restrooms.
8. Operate a boat for clean-up of litter and debris throughout the Marina harbor and for other assigned maintenance tasks as needed.
9. Maintain ship store and boat ramp office and reorder any merchandise, bait or supplies as needed.

REQUIREMENTS:

A. Education and Experience

High School diploma or equivalent supplemented by (1) year of experience in operating and berthing boats. Valid Florida driver's license also required.

B. Knowledge, Skills and Abilities

- Knowledge of computers including Microsoft outlook
- Knowledge of marina facilities, security and safety precautions
- Knowledge of motor boat operation, docking and casting off
- Knowledge of the rules and regulations of docking facilities
- Ability to maintain simple records
- Ability to perform general maintenance and repair tasks
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the public
- Must be able to swim

PHYSICAL REQUIREMENTS:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending stooping, working in confined spaces and lifting or carrying moderately heavy (20 – 50 pound) items, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

ENVIRONMENTAL REQUIREMENTS:

Tasks may require frequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

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

BLOODBORNE PATHPGENS:

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.

DOCK ATTENDANT

JOB CODE: 610
PAY GRADE:
DEPARTMENT: MARINA

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Dock Master and/or Harbor Marina Director, performs general maintenance work in the operation of the Marina. Performs minor repair work and custodial tasks on Marina property, and assists in ensuring safe and pleasant conditions for Marina visitors. Work is reviewed through observation for the achievement of desired results. 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 Dock Attendant position.

1. Operate the Marina Dock Master software program for vessel reservations and point of sale transactions.
2. Collect ramp and dockage fees, issue docking permits and maintain related records.
3. Check boats daily to ensure they are secure and in proper condition; assist docking boats.
4. Clean up litter around Marina and parking lot area; check dock area for unsafe conditions and report any to Dock Master and/or Harbor Marina Director.
5. Paint Marina property and assist the Dock Master and/or Harbor Marina Director in general maintenance tasks.
6. Enforce Marina rules and regulations and report infractions to the Dock Master and/or Harbor Marina Director.
7. Assist the Dock Master and/or Harbor Marina Director in the general operation of the Marina office.

REQUIREMENTS:

A. Education and Experience:

High school diploma or equivalent supplemented by one (1) year of experience in operating and berthing boats. Valid Florida driver's license required.

*Approved 10/7/09
pursuant to
Resolution 47-10-09.*

B. Knowledge, Skills and Abilities:

- Knowledge of computers
- Knowledge of marina facilities, security and safety precautions
- Knowledge of motor boat operation, docking and casting off
- Knowledge of the rules and regulations of docking facilities
- Ability to maintain simple records
- Ability to perform general maintenance and repair tasks
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the public
- Must be able to swim

PHYSICAL REQUIREMENTS:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20 – 50 pound) items, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

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