

RESOLUTION No 22-08-13

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 POSITIONS OF TOWN CLERK; TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF EQUIPMENT OPERATOR II, EQUIPMENT OPERATOR III, MAINTENANCE WORKER II, MECHANIC II, FOREMAN, VEHICLE MAINTENANCE FOREMAN IN THE PUBLIC WORKS DEPARTMENT; AND, TO CREATE THE NEW JOB DESCRIPTIONS OF ACCOUNTANT I, ACCOUNTANT II AND ACCOUNTANT III IN THE FINANCE DEPARTMENT; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND 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 of the Town of Lake Park 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 descriptions for the positions of Town Clerk, and to change the title to Town Clerk/Deputy Town Manager; to revise the job descriptions for the positions of Equipment Operator II; Equipment Operator III; Foreman; Maintenance Worker II; Mechanic II; Vehicle Maintenance Foreman in the Public Works Department; and, to create the new job descriptions of Accountant I, Accountant II and Accountant III in the Finance Department. Copies of the revised job descriptions are attached hereto as Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F, and Exhibit G respectively. Copies of the new Finance Department job descriptions are attached hereto as Exhibit H, Exhibit I and Exhibit J.


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

The foregoing Resolution was offered by Commissioner Flaherty who moved its adoption. The motion was seconded by Commissioner Rapoza 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 KIMBERLY GLAS-CASTRO	<u>✓</u>	<u> </u>
COMMISSIONER ERIN FLAHERTY	<u>✓</u>	<u> </u>
COMMISSIONER MICHAEL O'ROURKE	<u>Absent</u>	<u> </u>
COMMISSIONER KATHLEEN RAPOZA	<u>✓</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution NO. 22-08-13 duly passed and adopted this 21 day of August, 2013.

TOWN OF LAKE PARK, FLORIDA


BY: 
JAMES DUBOIS
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

TOWN CLERK/DEPUTY TOWN MANAGER

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of the Office of Town Clerk. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. Serves as acting Town Manager in the Town Manager's absence by supervising administrative staff and resolving problems across the Town's organizational structure. In such capacity, the Town Clerk/Deputy Town Manager shall provide support to all Town Commissioners and Department Directors, shall function with a high degree of independence, and shall utilize sound professional judgment and demonstrate planning and organizational skills. Performs related duties as directed. This is an 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 the Town Clerk/Deputy Town Manager position.

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal

- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Provides leadership, management direction and supervises activities of assigned departments.
- Encourages innovation and collaboration among departments and outside agencies.
- Promotes activities that encourage innovation and support agents of positive change.
- Represents the Town Manager in a variety of meetings, conferences, and governmental events at the local, state, and federal levels.
- Performs special assignments at the Town Manager's discretion
- Performs related duties as required.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university or at least five (5) years of experience as a full-time employee in public administration at the administrative level, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred. Must possess a valid Florida driver's license.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and functions of a municipal government.
- Thorough knowledge of Florida election laws, procedures, and activities.
- Knowledge of the Town Code, budget, government practices and procurement policies and procedures.
- Ability to read, analyze, and interpret complex documents.
- Ensures compliance with applicable federal, state, and local laws and ordinances.
- Ability to respond effectively to inquires or complaints orally and in writing.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to delegate authority and responsibility appropriately.
- Ability to organize, direct and coordinate a complete range of administrative activities obtaining maximum efficiency.

- Ability to follow complex oral and written instructions.
- Ability to research, collate and present information effectively.
- Ability to establish and maintain effective work relationships with the Town Commission, the general public and Town staff.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Tasks may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

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.

TOWN CLERK/DEPUTY TOWN MANAGER

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of ~~this department~~ the Office of Town Clerk. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. ~~Performs related duties as directed.~~ Serves as acting Town Manager in the Town Manager's absence by supervising staff and resolving problems across the Town's organizational structure. In such capacity, the Town Clerk/Deputy Town Manager shall provide support to all Town Commissioners and Department Directors, shall function with a high degree of independence, and shall utilize sound professional judgment and demonstrate planning and organizational skills. Performs related duties as directed. This is an 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 the Town Clerk/Deputy Town Manager position.

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal

- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Provides leadership, management direction and supervises activities of assigned departments
- Encourages innovation and collaboration among departments and outside agencies
- Promotes activities that encourage innovation and support agents of positive change
- Represents the Town Manager in a variety of meetings, conferences, and governmental events at the local, state and federal levels
- Performs special assignments at the Town Manager's discretion
- Performs related duties as required
- ~~Performs other duties as directed~~

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in Public Administration or a closely related field from an accredited college or university or at least five (5) years of experience as a full-time employee in public administration at the administrative level, ~~Graduation from an accredited high school or GED,~~ supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred. Must possess a valid Florida driver's license.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and ~~related Town operations~~ functions of a municipal government
- ~~Thorough knowledge of clerical and modern office practices and procedures~~
- Thorough knowledge of Florida election laws, procedures and activities
- Thorough knowledge of the Town Code of Ordinances of the Town of Lake Park and the Florida State Code, budget, government practices and procurement policies and procedures
- Ability to read, and understand laws, resolutions, ordinances, codes, etc. analyze, and interpret complex documents
- Ensures compliance with applicable federal, state and local laws and ordinances
- Ability to respond effectively to inquiries or complaints orally and in writing

- Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to delegate authority and responsibility appropriately
- Ability to organize, direct and coordinate a complete range of administrative activities obtaining maximum efficiency
- Ability to follow complex oral and written instructions
- Ability to research, collate and present information effectively
- Ability to establish and maintain effective work relationships with the Town Commission, the general public and Town staff
- ~~Knowledge of standard business English, spelling, grammar and punctuation~~
- ~~Ability to prepare business correspondence~~
- ~~Ability to prepare and present accurate and reliable reports containing findings and recommendations~~
- ~~Strong interpersonal skills~~
- ~~Excellent organizational skills~~
- ~~Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language~~
- ~~Ability to understand and follow oral and/or written policies, procedures and instructions~~
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- ~~Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates, Town officials, and the general public~~

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PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Tasks may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

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.

TOWN CLERK

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of this department. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. Performs related duties as directed. This is an 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 the Town Clerk position.

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal
- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Performs other duties as directed

*Approved 5/18/11
presented to
Resolution 14-05-11*

REQUIREMENTS

A. Training and Experience:

Graduation from an accredited high school or GED, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and related Town operations
- Thorough knowledge of clerical and modern office practices and procedures
- Thorough knowledge of Florida election laws, procedures and activities
- Thorough knowledge of Code of Ordinances of the Town of Lake Park and the Florida State Code
- Ability to read and understand laws, resolutions, ordinances, codes, etc.
- Knowledge of standard business English, spelling, grammar and punctuation
- Ability to prepare business correspondence
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Strong interpersonal skills
- Excellent organizational skills
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates, Town officials, and the general public

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

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.

EQUIPMENT OPERATOR II

JOB CODE: 545
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of a variety of medium to heavy duty, residential sanitation collection vehicles which require a valid Florida Class B Commercial Driver's License. This includes, but is not limited to, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate curbside residential sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Performs other work that requires the operation of gasoline powered turf maintenance equipment as required. Performs related duties as directed. 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 the Equipment Operator II position.

1. Operates various medium to heavy duty equipment; e.g. side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
2. Operates equipment for curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
4. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.
5. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
6. Responds to call-backs in the event of hurricanes or other critical events.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by two (2) years of related experience in the operation of various medium to heavy duty equipment, such as side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loaders, pickup trucks. Must have valid Florida Class B Commercial Driver's License with air brake endorsement.

B. Knowledge, Skills and Abilities:

- Knowledge of occupational safety rules and practices.
- Knowledge of operation and routine maintenance inspections of light and heavy equipment.
- Ability to understand and follow verbal instructions.
- Skill in operating and performing maintenance inspections of light and heavy equipment.

C. 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 and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.

D. Environmental Requirements:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. Sensory Requirements:

Tasks requires color, sound, 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.

EQUIPMENT OPERATOR II

CLASSIFICATION JOB CODE: 545

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PAY GRADE: ***

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DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

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Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of a variety of medium to heavy duty, residential sanitation collection vehicles which require a valid Florida Class "B", Commercial Driver's License. This includes, but is not limited to, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate curbside residential sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Performs other work that requires the operation of gasoline powered turf maintenance equipment as required. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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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 the Equipment Operator II position.

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1. Operates ~~Performs skilled operation of~~ various medium to heavy duty equipment; E.g. side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
1.
2. Operates equipment for curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
2.
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
3.
4. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.
5. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
5-6.
- 6-7. Responds to cCall-backs in the event of hurricanes or other critical events.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D. required, supplemented by two (2) years of related experience in the operation of ~~various moderately heavy residential sanitation vehicles and medium-medium to heavy duty equipment, such as side and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loaders, pickup trucks.~~

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~~equipment or an equivalent combination of training and experience. Must have valid State of Florida Class "B" Commercial Driver's License with air brake endorsement.~~

B. Knowledge, Skills and Abilities:

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- ~~— Knowledge of occupational safety rules and practices.~~
- ~~— Knowledge of operation and routine maintenance inspections of light and heavy equipment.~~
- ~~Ability to understand and follow verbal instructions.~~
- ~~Ability to perform strenuous work in all weather conditions.~~
- ~~Skill in operating and performing maintenance inspections of light and heavy equipment.~~

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C. Physical Requirements:

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~~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 and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.~~

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D. Environmental Requirements:

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~~Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.~~

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E. Sensory Requirements:

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___ Tasks requires color, sound, form and texture perception and discrimination.

F. Bloodborne Pathogens:

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___ 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.

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DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, operates a variety of medium to heavy size automotive vehicles, equipment. Performs other work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Operate a wide range of medium to heavy automotive vehicles.
2. Assist with maintenance inspections of vehicles and equipment, including but not limited to tires, brakes general safety and fueling.
3. Perform a wide range of manual tasks.

REQUIREMENTS

A. Training and Experience:

High school diploma or equivalent; supplemented by two (2) years of experience in the operation of moderately heavy vehicles and light equipment or an equivalent combination of training and experience. Must have valid State of Florida drivers license with class as mandated by State law.

B. Knowledge, Abilities and Skills:

Knowledge of occupational safety rules and practices.
Knowledge of operation and routine maintenance inspections of light and heavy equipment.
Ability to understand and follow oral instructions.
Ability to perform strenuous work in all weather conditions.
Skill in operating and maintenance inspection of light and heavy equipment.

C. Physical Requirements: Task involves 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 and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as off-set presses with associated equipment.

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

E. Sensory Requirements: Task requires color, sound, form and texture perception and discrimination.

F. Bloodborne Pathogens: Category II-Moderate to Minimal Risk Exposure.

EQUIPMENT OPERATOR III

JOB CODE: 546
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of all commercial and residential sanitation collection vehicles which require a valid Florida Class B Commercial Driver's License. This includes, but is not limited to, front, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate all sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Provides lead worker direction to work crews when applicable to assigned work orders. Performs related duties as directed. 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 the Equipment Operator III position.

1. Operates various medium to heavy duty equipment, e.g. front, side, and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
2. Operates equipment for commercial garbage and recycling container service, curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
4. Oversees field crews of equipment operators and maintenance workers when applicable to work order assignments.
5. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.

6. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
7. Responds to call-backs in the event of hurricanes or other critical events.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by five (5) years of related experience in the operation of heavy commercial sanitation vehicles and medium equipment or an equivalent combination of training and experience. Must have valid Florida Class B Commercial Driver's License with air brake endorsement.

B. Knowledge, Skills and Abilities:

- Knowledge of occupational safety rules and practices.
- Knowledge of operation and routine maintenance inspections of light and heavy equipment.
- Ability to understand and follow verbal instructions.
- Ability to perform strenuous work in all weather conditions.
- Skill in operating and performing maintenance inspections of light and heavy equipment.

C. 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 and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both, or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.

D. Environmental Requirements:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. Sensory Requirements:

Tasks require color, sound, 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.

EQUIPMENT OPERATOR III

CLASSIFICATION JOB CODE: 546

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PAY GRADE: ***

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DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

Under the general supervision of the division Foreman, or designee, is responsible for the safe and effective operation of all commercial and residential sanitation collection vehicles which require a valid Florida Class "B", Commercial Driver's License. This includes, but is not limited to, front, side and rear load garbage packers, trash trucks with grapple boom, skid steer loaders, and tractors with or without attachments. Employees of this classification generally operate all sanitation equipment but may be assigned to operate medium duty street maintenance equipment as needed to accomplish work order objectives in the Town's rights-of-way, building grounds, parks, and related public maintenance functions. Provides lead worker direction to work crews when applicable to assigned work orders. ~~Performs other work that requires the operation of gasoline powered turf maintenance equipment as required.~~ Performs related duties as directed. This is a non-exempt position.

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EXAMPLES OF ESSENTIAL FUNCTIONS

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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 the Equipment Operator III position.

1. Operates ~~Performs skilled operation of~~ various medium to heavy duty equipment; E.g. front, side, and rear load garbage packers, trash trucks with grapple boom, tractor with rotary cutter or grader attachment, skid steer loader, pickup trucks.
2. Operates equipment for commercial garbage and recycling container service, curbside garbage and trash pickup and the maintenance of swales, alleys, building grounds and parks.
2. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
3. Oversees field crews of equipment operators and maintenance workers when applicable to work order assignments.

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5. Performs routine inspections, cleaning, fueling, and preventive maintenance on assigned vehicles and equipment. Reports defects, repairs and maintenance issues to the appropriate staff person.
- 5.
6. Performs field crew duties in support of accomplishing assigned work objectives as required or assigned.
- 6.
7. Responds to Call-backs in the event of hurricanes or other critical events.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G-E-D; required, supplemented by five (5) years of related experience in the operation of heavy commercial sanitation vehicles and medium equipment or an equivalent combination of training and experience. Must have valid State of Florida Class "B" Commercial Driver's License (CDL) with air brake endorsement.

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B. Knowledge, Skills and Abilities:

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- Knowledge of occupational safety rules and practices.
- Knowledge of operation and routine maintenance inspections of light and heavy equipment.
- Ability to understand and follow verbal instructions.
- Ability to perform strenuous work in all weather conditions.
- Skill in operating and performing maintenance inspections of light and heavy equipment.

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C. Physical Requirements:

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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 and occasionally handling very heavy items up to 100 pounds; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of devices such as residential sanitation route trucks. Must be able to perform strenuous work in all weather conditions.

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D. Environmental Requirements:

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Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

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E. Sensory Requirements:

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

F. Bloodborne Pathogens:

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Category II – Moderate to Minimal Risk Exposure.

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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.

EQUIPMENT OPERATOR III

CLASSIFICATION CODE: 546
PAY GRADE: **
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

responsible for the safe and effective operation of all sanitation vehicles and heavy equipment in the areas of residential and commercial sanitation pickup, and the excavation, construction, and maintenance of Town roadways, grounds, parks, and related public maintenance functions. Employees in this classification generally operate heavy equipment, but may be assigned to operate medium equipment as needed to accomplish work order objectives. Provides lead worker direction to work crews when applicable to assigned work orders. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. 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 position.

1. Performs skilled operations of various medium to heavy equipment, e.g. clamshells, front end loaders, side arm loaders, rear loaders, backhoes, lifts, tractors, graders.
2. Operates equipment for excavation, construction, and maintenance purposes, swales, ditches, roads, streets, grounds, parks, and construction
3. Operates various trucks and equipment in the loading, hauling, and transfer of various materials and supplies.
4. Oversees field crews of equipment operators and maintenance workers when applicable to work order assignments.
5. Performs routing cleaning, inspections, and preventative maintenance on assigned equipment and reports defects, maintenance, and repairs to appropriate staff
6. Performs duties of field crews in order to support accomplishing assigned work objectives as required or assigned
7. Responds to Call-ins in the event of hurricanes or other critical events.

*Approved via
Resolution HE-09-86
on 10/4/06*

EQUIPMENT OPERATOR III (page 2)

KNOWLEDGE, SKILLS AND ABILITIES:

High School Diploma or GED required. Valid Florida CDL drivers license with Class B endorsement required plus five years of related experience in heavy, medium and light equipment operation, as well as the ability to satisfy the physical requirements of the job.

PHYSICAL REQUIREMENTS:

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20 – 50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

The Town of Lake Park is an Equal Opportunity Employer. In compliance with Equal Opportunity guidelines and the Americans with Disabilities Act, the Town of Lake Park provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

FOREMAN

JOB CODE: 560
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory work and assigned operations specific to the respective Public Works Division. The employee is a working supervisor directing the employees of the Commercial Sanitation, Residential Sanitation or Grounds Maintenance Division and performing work consistent with the division's tasks, and is responsible for organizing, assigning and reviewing the work of subordinates. Supervision is exercised over various skill-level employees and/or technicians. Work is reviewed in progress and upon completion for conformance with policies and procedures. Communicates with residents, customers and vendors and ensures that performance standards are met. Performs related duties as directed. 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 the Foreman position.

- 1) Plans, assigns, coordinates and exercises general and direct supervision over the activities of Commercial Sanitation, or Residential Sanitation, or Grounds Maintenance Division.
- 2) Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
- 3) Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, and makes recommendations. Prepares reports and budgets accordingly.
- 4) Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of procedures and equipment.
- 5) Supervises, trains and evaluates staff and provides for continuing development and training.
- 6) Schedules, directs and reviews the work in the upkeep and maintenance of municipal grounds, along with related equipment and vehicles.
- 7) Schedules, directs and reviews the work associated with commercial and residential sanitation collection or with grounds maintenance. Monitors the conditions and status of related equipment and vehicles as this relates to scheduled operations.

- 8) Responds to the citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works. Enforces Ordinances.
- 9) Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.
- 10) Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required, supplemented by five (5) years of experience in grounds maintenance (including irrigation systems) or sanitation services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience. Must possess valid Florida Class B Commercial Driver's License with air brake endorsement. Must have successfully completed a fertilizer applicator training program (for Foremen for Grounds Maintenance Division only).

B. Knowledge, Abilities and Skills:

For Grounds Maintenance Division Foremen:

- Knowledge of cultivation and maintenance principles and practices for municipal grounds and park facilities
- Knowledge of tools and equipment needed to perform commercial grounds maintenance
- Skill in operating a variety of tools and equipment used in grounds maintenance

For Sanitation Division Foremen:

- Knowledge of route service operations on a prescribed schedule
- Knowledge of the operation of commercial or residential sanitation collection equipment
- Skill in operating a variety of commercial or residential sanitation collection equipment

For All Foremen:

- Knowledge of the principles and practices of supervision and management
- Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of job-related tools and equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel
- Ability to prepare and submit various forms of written communication such as monthly reports, memoranda, equipment specifications and maintain records and files
- 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 monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to work effectively and courteously with employees and the public.

C. 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 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform manual labor in all types of weather conditions.

D. Environmental Requirements:

Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

E. Sensory Requirements:

Tasks 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.

FOREMAN

CLASSIFICATION JOB CODE: 560

PAY GRADE: **

DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory work ~~over~~and assigned operations specific to the respective Public Works Division—Division(Sanitation or Grounds Maintenance). The employee is a working supervisor directing the employees of the Commercial Sanitation, Residential Sanitation or or Grounds Maintenance Division and performing work consistent with the Division's tasks, and is responsible for organizing, assigning and reviewing the work of subordinates. Supervision is exercised over various skill-level employees and/or technicians. ~~and is responsible for participating with crew members in work projects. Is responsible for organizing, assigning and reviewing work of subordinates.~~ Work is reviewed in progress and upon completion for conformance with policies and procedures. ~~Performs other work as requested.~~ Communicates with residents, customers and vendors and ensures that performance standards are met. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

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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 the Foreman position.

- 1) Plans, assigns, coordinates and exercises general and direct supervision over the activities of Commercial Sanitation, or Residential Sanitation, or Grounds Maintenance Division.
- 2) Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
- 3) Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, and makes recommendations. Prepares reports and budgets accordingly.
- 4) Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of procedures and equipment.
- 5) Supervises, trains and evaluates staff and provides for continuing development and training.
- 6) Schedules, directs and reviews the work in the upkeep and maintenance of municipal grounds, along with related equipment and vehicles.

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7) Schedules, directs and reviews the work associated with commercial and residential sanitation collection or with grounds maintenance. Monitors the conditions and status of related equipment and vehicles as it relates to scheduled operations.

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8) Responds to the citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works. Enforces Ordinances.

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9) Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.

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10) Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D. required, supplemented by five (5) years of experience in grounds maintenance (including irrigation systems) or sanitation services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience.

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Must possess valid Florida Class B Commercial dDriver's License with air brake endorsement .

Must have successfully completed a fertilizer applicator training program (for Foremen for Grounds Maintenance Division only).

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B. Knowledge, Abilities and Skills:

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Knowledge of the principles and practices of supervision and management.

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B. For Grounds Maintenance Division Foremen:

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Knowledge of cultivation and maintenance principles and practices for municipal grounds

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Knowledge of tools and equipment needed to perform commercial grounds maintenance

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Skill in operating a variety of tools and equipment used in grounds maintenance

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For Sanitation Division Foremen:

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Knowledge of route service operations on a prescribed schedule (if applicable to position for Foreman for Sanitation Divisions Foreman only).

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Knowledge of the operation of commercial or residential sanitation collection equipment (if applicable to position).

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- Skill in operating a variety of commercial or residential sanitation collection equipment (if applicable to position).
- Knowledge of the principles and practices of supervision and management.
- Knowledge of tools and equipment needed to perform commercial grounds maintenance (if applicable to position).
- Skill in operating a variety of tools and equipment used in grounds maintenance (if applicable to position).
- Knowledge of the operation of commercial or residential sanitation collection equipment (if applicable to position).
- Skill in operating a variety of commercial or residential sanitation collection equipment (if applicable to position).

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For All Foremen:

- Knowledge of the principles and practices of supervision and management.
- Ability to supervise employees and to instruct them in the safety rules and practices of the work, and in the use of job-related the tools and equipment of the job.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel.
- Ability to prepare and submit various forms of written communication such as monthly reports, memoranda, equipment specifications and maintain records and files.
- 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 monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to work effectively and courteously with employees and the public.
- Ability to perform manual labor in all weather conditions.

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C. Physical Requirements:

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• 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 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform manual labor in all types of weather conditions.

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D. Environmental Requirements:

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Tasks are regularly performed with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, animal/wildlife, or toxic/poisonous agents.

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E. Sensory Requirements:

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E. Tasks requires color, sound, odor, form and texture perception and discrimination.

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F. Bloodborne Pathogens:

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F. Category II – Moderate to Minimal Risk Exposure.

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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.

DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under the direction of the Public Works Director or division Foreman performs supervisory work over assigned operations within the Public Works Department such as parks, 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.

EXAMPLES OF ESSENTIAL FUNCTIONS

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 provides for continuing development and training.
5. Schedule, direct and review the work in the construction, maintenance and repair of municipal streets, grounds, 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.

REQUIREMENTS**A. Training and Experience:**

High School graduate or equivalent supplemented by five (5) years of experience in construction or transportation maintenance, of which one (1) year must have been at the supervisory level. Must possess valid Florida drivers license with class as mandated by law.

B. Knowledge, Abilities and Skills:

Knowledge of construction and maintenance principles and practices for streets, grounds and building facilities.

Knowledge of the principles and practices supervision and management.

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.

Foreman (continued)

Ability to communicate effectively, orally and in writing.
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.
Skill 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

MAINTENANCE WORKER II

JOB CODE: 555
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the supervision of a Foreman, performs manual and skilled work maintaining grounds, equipment and public facilities. Assists skilled trade workers in the maintenance and repair of public buildings and equipment. Work is performed according to regular procedures and is reviewed in progress and upon completion. Performs related duties as directed. 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 the Maintenance Worker II position.

1. Operates power mowers, edgers, clippers and other hand and power tools used in municipal maintenance; mows grass, trims hedges, trees and shrubbery; maintains municipal parks, ball fields, tennis courts and related recreational facilities.
2. Assists skilled trade workers in maintenance and repair of buildings, parks, irrigation systems, streets or equipment using hand and power tools.
3. Patches asphalt and concrete in streets, sidewalks gutters and curbs; installs and repairs street signage.
4. Lays sod; waters parks and grounds; rakes; picks-up paper and other trash from assigned areas; places fertilizers, pesticides and herbicides under the supervision of the Foreman. Makes repairs to irrigation systems.
5. Cleans up trash and litter in and around municipal parks, ball fields, tennis courts and related recreational facilities and areas.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED supplemented by three (3) years of experience in general landscape maintenance work or an equivalent combination of training and experience. Must have a valid Florida Drivers' License.

B. Knowledge, Abilities and Skills:

- Knowledge of the practices, tools and materials used in the performance of a variety of skilled and manual maintenance tasks.
- Knowledge of occupational safety rules and practices.
- Knowledge of the operation and routine maintenance inspection of equipment and vehicles.
- Knowledge of the proper use of the tools and equipment used in municipal maintenance.
- Knowledge of tropical plant care and growing conditions.
- Ability to safely operate hand and power tools.
- Ability to operate automotive vehicles and other power driven equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees.

C. 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 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform strenuous work in all weather conditions.

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.

MAINTENANCE WORKER_II

CLASSIFICATION JOB CODE: 555

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DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the supervision of a Foreman, performs manual and skilled work maintaining grounds, equipment and public facilities. Assists skilled trade workers in the maintenance and repair of public buildings and equipment. Work is performed according to regular procedures and is reviewed in progress and upon completion. ~~Performs other work as requested.~~ Performs related duties as directed. This is a non-exempt position.

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EXAMPLES OF ESSENTIAL FUNCTIONS

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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 the Maintenance Worker II position.

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1. Operates power mowers, edgers, clippers and other hand and power tools used in municipal maintenance; mows grass, trims hedges, trees and shrubbery; maintains municipal parks, ball fields, tennis courts and related recreational facilities.
2. Assists skilled trade workers in maintenance and repair of buildings, parks, irrigation systems, streets or equipment using hand and power tools.
3. Patches asphalt and concrete in streets, sidewalks gutters and curbs; installs and repairs street signage.
4. Lays sod; waters parks and grounds; rakes; picks-up paper and other trash from assigned areas; places fertilizers, pesticides and herbicides under the supervision of the Foreman. Makes repairs to irrigation systems.
5. ~~Refuse collection.~~ Cleans up trash and litter in and around municipal parks, ball fields, tennis courts and related recreational facilities and areas.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D.; supplemented by three (3) years of experience in general landscape maintenance work or an equivalent combination of training and experience. Must have a valid Florida Drivers' License.

B. Knowledge, Abilities and Skills:

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- Knowledge of the practices, tools and materials used in the performance of a variety of skilled and manual maintenance tasks.
- Knowledge of occupational safety rules and practices.
- Knowledge of the operation and routine maintenance inspection of equipment and vehicles.
- Knowledge of the proper use of the tools and equipment used in municipal maintenance. Knowledge of the geography of the Town
- Knowledge of tropical plant care and growing conditions.
- Ability to safely operate hand and power tools.
- Ability to operate automotive vehicles and other power driven equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees. Ability to perform strenuous work in all weather conditions.

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C. Physical Requirements:

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C. 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 pounds) items and occasionally handling very heavy items up to 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and lawn maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions and contours. Must be able to perform strenuous work in all weather conditions.

D. Environmental Requirements:

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D. Tasks may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

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

F. Bloodborne Pathogens:

F. 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.

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DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under the supervision of a Foreman, performs manual and skilled work in the maintenance and repair of public buildings, grounds, facilities, and equipment. Assists skilled trade workers in the maintenance and repair of facilities and equipment. Work is performed according to regular procedures and is reviewed in progress and upon completion. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assist skilled trade workers in maintenance and repair of buildings, parks, streets or equipment using hand and power tools.
2. Operate power mowers, edgers, clippers and other hand and power tools used in municipal maintenance; mow grass, trim hedges, trees and shrubbery; maintain parks, ball fields, tennis courts and related recreational facilities.
3. Patch asphalt and concrete in streets, sidewalks gutters and curbs; install and repair street signage.
4. Lay sod; water parks and grounds; rake; pick-up paper and other trash from assigned areas; fertilize grounds and make repairs to sprinkler systems.
5. Refuse collection.

REQUIREMENTS

A. Training and Experience:

High school diploma or equivalent; supplemented by three (3) years of experience in general maintenance work; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills:

Knowledge of the practices, tools and materials used in the performance of a variety of skilled and manual maintenance tasks.
Knowledge of occupational safety rules and practices.
Knowledge of the operation and routine maintenance inspection of equipment and vehicles.
Knowledge of tools and equipment used in municipal maintenance.
Knowledge of the geography of the Town.
Ability to operate hand and power tools.
Ability to operate automotive vehicles and other power driven equipment.
Ability to understand and follow oral and written instructions.
Ability to establish and maintain effective working relationships with other employees.
Ability to perform strenuous work in all weather conditions.

Maintenance Worker II (continued)

- 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

MECHANIC II

JOB CODE: 530
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under direct supervision of the division Foreman performs skilled, journeyman-level work in the service, maintenance, adjustment, and repair of diesel and/or gasoline automotive commercial truck equipment and related mechanical equipment including small engine turf equipment. Also performs lead worker duties in the operation and maintenance of the shop facility, equipment and maintenance of records. Work is reviewed through observation while in progress and upon completion. Performs related duties as directed. 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 the Mechanic II position.

1. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test drives vehicles and diagnoses equipment problems.
2. Makes repairs to equipment such as changing belts, pumps and alternators; adjusts clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.
3. Performs welding and electrical work on automotive and other mechanical equipment.
4. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and, maintains vehicle and purchasing records. Coordinates all activities, including the general operation of the shop, with the division Foreman.
5. Conducts safety checks on Town vehicles and equipment.
6. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required or completion of an accredited automotive vocational course, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of date of hire, in the following categories:

Automotive Engine Performance	Medium/Heavy Truck Diesel Engines
Automotive Brakes	Medium/Heavy Truck Brakes
Automotive Heating & Air Conditioning	Medium/Heavy Truck Electrical/Electronics
Automotive Electrical/Electronics	Medium/Heavy Truck PMI

Three (3) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment required or an equivalent combination of training and experience. Must possess a valid Florida Class B Commercial Driver License with air brake endorsement.

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

- Knowledge of the methods and procedures of organizing and maintaining an automotive and diesel repair shop.
- Knowledge of the operation, maintenance and repair of gas and diesel automotive and heavy truck equipment, hydraulic systems and mowers.
- Knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective adjustments and repairs.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain accurate inventory records.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems.
- Must possess basic computer skills including Microsoft Excel and Word.

C. 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 pounds) items and occasionally handling very heavy items weighing more than 100 pounds; or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range

of hand and power tools and fleet maintenance equipment; or, the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments.

Tasks involve the reading of gages and computer screens.

D. Environmental Requirements:

Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

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.

MECHANIC II

CLASSIFICATION/JOB CODE: 530

PAY GRADE: **

DEPARTMENT: PUBLIC WORKS

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CHARACTERISTICS OF THE CLASS

Under direct supervision of the division Foreman performs skilled, journeyman-level work in the service, maintenance, adjustment, and repair of diesel and/or gasoline automotive and/or commercial truck equipment and related mechanical equipment including small engine turf equipment. Also performs ~~Lead worker duties are also performed~~ in the operation and maintenance of the shop facility, equipment and maintenance of records. Work is reviewed through observation while in progress and upon completion. Performs related duties as directed. This is a non-exempt position. ~~Performs other work as requested.~~

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EXAMPLES OF ESSENTIAL FUNCTIONS

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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 the Mechanic II position.

1. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test drives vehicles and diagnoses equipment problems.
 - 1.
2. Makes repairs to equipment such as changing belts, pumps and alternators; adjusts clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.
 - 2.
3. Performs welding and electrical work on automotive and other mechanical equipment.
 - 3.
4. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and, maintains vehicle and purchasing records. Coordinates all activities, including the general operation of the shop, with the division Foreman.
 - 4.
5. Conducts safety checks on Town vehicles and equipment.
 - 5.
6. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.

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REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D. required or completion of an accredited acceptable automotive vocational courseschool, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of date of hire, in the following categories:

<u>Automotive Engine Performance</u>	<u>Medium/Heavy Truck Diesel Engines</u>
<u>Automotive Brakes</u>	<u>Medium/Heavy Truck Brakes</u>
<u>Automotive Heating & Air Conditioning</u>	<u>Medium/Heavy Truck Electrical/Electronics</u>
<u>Automotive Electrical/Electronics</u>	<u>Medium/Heavy Truck PMI</u>

~~supplemented with courses relating to automotive mechanics or equivalent experience.~~ Three (3) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment required or an equivalent combination of training and experience. Must possess a valid Florida Class B Commercial Driver License with air brake endorsement.

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

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- Knowledge of the methods and procedures of organizing and maintaining an automotive —and diesel repair shop.
- Knowledge of the operation, maintenance and repair of gas and diesel automotive and —heavy truck equipment, hydraulic systems and mowers.
- Knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance.
- Knowledge of occupational safety rules and practices.
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective —adjustments and repairs.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain accurate inventory records.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems.
- —Must possess basic computer skills including MS Microsoft Excel and Word.

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C. Physical Requirements:

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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 pounds) items and occasionally handling very heavy items weighing more than 100 pounds; or may involve the frequent use

of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and fleet maintenance equipment; or, the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments.

Tasks involve the reading of gages and computer screens.

D. Environmental Requirements:

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Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

E. Sensory Requirements:

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

F. Bloodborne Pathogens:

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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.

DEPT: Public Works

CHARACTERISTICS OF THE CLASS

Under direct supervision of the division Foreman performs skilled, journeyman-level work in the service, maintenance, adjustment, and repair of diesel and gas automotive equipment and related mechanical equipment. Lead worker duties are also performed in the operation and maintenance of the shop facility, equipment, and the maintenance of records. Work is reviewed through observation while in progress and upon completion. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Perform general overhaul work on Town cars, police vehicles, trucks, mowers, and related automotive equipment, machinery, and tools; test drive vehicles and diagnose equipment problems.
2. Make repairs to equipment such as changing belts, pumps, and alternators; rebuild clutches, power takeoffs, and two and four cycle engines; adjust clutches and brakes; replace carburetors, water and fuel pumps, and other components; tune engines.
3. Perform welding and electrical work on automotive and other mechanical equipment.
4. Supervise the scheduling of repair work, ordering and control of inventory, and the general operation of the shop; prepare purchase orders; maintain work related records for shop
5. Conduct safety checks on Town vehicles and equipment.
6. Organize and maintains departmental tools and equipment and maintain shop facility in clean condition.

REQUIREMENTS**A. Training and Experience:**

High school diploma or equivalent; supplemented by three (3) years of experience in the service, maintenance, and repair of diesel and gas automotive and mechanical equipment; or an equivalent combination of training and experience. Must possess A.S.E. certifications and a valid State of Florida drivers license with class as mandated by State law.

B. Knowledge, Abilities and Skills:

Knowledge of the methods and procedures of organizing and maintaining an automotive and powered tool shop.

Knowledge of the operation and maintenance of gas and diesel automotive equipment, mowers, and other motor equipment.

Knowledge of occupational safety rules and practices.

Knowledge of the methods and procedures of welding and automotive electrical maintenance and repair.

Ability to diagnose problems in the operation of motor equipment and to make corrective adjustments and repairs.

Ability to understand and follow oral and written instructions.

Ability to maintain accurate inventory records.

Mechanic II (continued)

Ability to perform strenuous work in varying environmental conditions.

Skill in the use of hand power tools in the service, repair and maintenance of automotive and mechanical equipment.

- C. Physical Requirements: Task involves 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 and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as off-set presses with associated equipment.
- D. Environmental Requirements: Task may require infrequent 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.

VEHICLE MAINTENANCE FOREMAN

JOB CODE: 615
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory and skilled, master-level work in the service, maintenance, adjustment, and repair of diesel or gasoline automotive and/or commercial truck equipment and related mechanical equipment including small engine turf equipment. Supervisory duties are also performed in the operation and maintenance of the shop facility, equipment, and maintenance of records. The employee is a working supervisor directing the employees of the municipal garage and performing mechanical work in the nature of servicing/maintaining vehicles, as well as other mechanical and electrical generating equipment in various Town buildings as needed. Employee is responsible for organizing, assigning and reviewing work of subordinates. Work is reviewed in progress and upon completion for conformance with policies and procedures. Communicates with Department Heads, general employees, and vendors and ensures that performance standards are met. Performs related duties as directed. 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 the Vehicle Maintenance Foreman position.

1. Plans, assigns, coordinates and exercises general and direct supervision over the activities of the municipal garage.
2. Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
3. Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, determines need for repairs and makes recommendations. Prepares reports and budgets accordingly.
4. Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of appropriate maintenance procedures and equipment.
5. Supervises, trains and evaluates staff and provides for continuing development and training.
6. Establishes work standards and procedures for equipment repair/maintenance.

7. Plans and directs a preventive maintenance program for the Town's vehicles, grounds maintenance equipment, off-road equipment, tools and other equipment as needed.
8. Performs inspections of work in progress and completion.
9. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test drives vehicles and diagnoses equipment problems.
10. Makes repairs to equipment such as changing belts, pumps and alternators; adjusts clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.
11. Performs welding and electrical work on automotive and other mechanical equipment.
12. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and maintains vehicle and purchasing records.
13. Conducts safety checks on Town vehicles and equipment.
14. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.
15. Maintains a complete inventory program of all vehicle parts.
16. Develops and maintains capital equipment replacement program.
17. Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.
18. Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

REQUIREMENTS

A. Training and Experience:

High School diploma or GED required or completion of an accredited automotive vocational course, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of the date of hire, in the following categories:

Automotive Engine Performance
 Automotive Brakes
 Automotive Heating and Air Conditioning
 Automotive Electrical/Electronics

Medium/Heavy Truck Diesel Engines
 Medium/Heavy Truck Brakes
 Medium/Heavy Truck Electrical/Electronics
 Medium/Heavy Truck PMI

Five (5) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment of which one (1) year must have been at the supervisory level required, or an equivalent combination of training and experience.

Must possess a valid Florida Class B Commercial Driver License with air brake endorsement.

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

- Knowledge of the methods and procedures of organizing, supervising, and maintaining an automotive and diesel repair shop.
- Knowledge of the principles and practices of supervision and management.
- Considerable knowledge of the operation, maintenance and repair of gas and diesel automotive and heavy truck equipment, hydraulic systems, construction related equipment, and mowers.
- Considerable knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance
- Ability to supervise employees and to instruct them in the occupational safety rules and practices of the work, and in the use of the tools and equipment used in vehicle maintenance.
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective adjustments and repairs.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems and computer controlled fuel dispensing equipment.
- Ability to inventory and order fuel for fuel storage tanks, as well as compile computer records of usage for monthly and quarterly reports.
- Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications; and, to maintain records and files.
- Ability to make cost estimates for repair needs including parts and materials.
- Ability to plan and schedule work projects and personnel, write reports and maintain records and files including accurate inventory records.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year.
- Ability to maintain effective working relationships with other employees, other departments and the general public.

C. 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 pounds) items and occasionally handling very heavy items weighing over 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and fleet maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments. Tasks involve the reading of gages and computer screens. Must be able to perform manual labor in all types of weather conditions.

D. Environmental Requirements:

Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

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.

VEHICLE MAINTENANCE FOREMAN

CLASSIFICATION JOB CODE: 615

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DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory and skilled, master-level work in the service, maintenance, adjustment, and repair of diesel or gasoline automotive and/or commercial truck equipment and related mechanical equipment including small engine turf equipment. Supervisory duties are also performed in the operation and maintenance of the shop facility, equipment, and maintenance of records. The employee is a working supervisor directing the employees of the municipal garage and performing mechanical work in the nature of servicing/maintaining vehicles, as well as other mechanical and electrical generating equipment in various Town buildings as needed. Employee is responsible for organizing, assigning and reviewing work of subordinates. Work is reviewed in progress and upon completion for conformance with policies and procedures. Performs other work as requested. Communicates with Department Heads, general employees, and vendors and ensures that performance standards are met. Performs related duties as directed. This is a non-exempt position.

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EXAMPLES OF ESSENTIAL FUNCTIONS

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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 the Vehicle Maintenance Foreman position.

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1. Plans, assigns, coordinates and exercises general and direct supervision over the activities of the municipal garage.
2. Prepares daily work schedules, plans work procedures, assigns personnel, oversees supervision of work, and maintains records of activities, personnel, and purchases.
3. Estimates costs of projects, determines equipment and material needs, equipment specifications and other documents as needed, determines need for repairs and makes recommendations. Prepares reports and budgets accordingly.
4. Oversees the efficiency, productivity, safety and work habits of division employees. Provides technical assistance and training in use of appropriate maintenance procedures and equipment.

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5. Supervises, trains and evaluates staff and provides for continuing development and training.

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6. Establishes work standards and procedures for equipment repair/maintenance.

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7. Plans and directs a preventive maintenance program for the Town's vehicles, grounds maintenance equipment, off-road equipment, tools and other equipment as needed.

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8. Make Performs inspections of work in progress and completion.

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9. Performs general overhaul work on Town cars, heavy duty diesel trucks and hydraulics, mowers, and related automotive equipment, machinery, and tools; test driven vehicles and diagnoses equipment problems.

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10. Makes repairs to equipment such as changing belts, pumps and alternators; adjust clutches and brakes; replaces fuel injection systems, electronic controls, water, hydraulic and fuel pumps, hoses and other components; tunes engines.

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11. Performs welding and electrical work on automotive and other mechanical equipment.

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12. Ensures that repair work meets scheduling deadlines; places orders for parts; controls inventory; and maintains vehicle and purchasing records.

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13. Conducts safety checks on Town vehicles and equipment.

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14. Organizes and maintains departmental tools and equipment and maintains shop facility in clean condition.

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15. Maintains a complete inventory program of all vehicle parts.

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16. Develops and maintains capital equipment replacement program.

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17. Provides input and information as required for the preparation of the annual department budget and monitors expenditures throughout the fiscal year.

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18. Evaluates and rates individual employee's performance and discusses the evaluation at least annually with workers under supervision.

REQUIREMENTS

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A. Training and Experience:

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High School diploma or G.E.D. required or completion of an accredited automotive vocational course, plus ASE certification, or the ability to obtain ASE certification, within twelve (12) months of the date of hire, in the following categories:

<u>Automotive Engine Performance</u>	<u>Medium/Heavy Truck Diesel Engines</u>
<u>Automotive Brakes</u>	<u>Medium/Heavy Truck Brakes</u>
<u>Automotive Heating and Air Conditioning</u>	<u>Medium/Heavy Truck Electrical/Electronics</u>
<u>Automotive Electrical/Electronics</u>	<u>Medium/Heavy Truck PMI</u>

~~acceptable vocational school supplemented with courses relating to automotive mechanics or equivalent experience.~~ Five (5) years of experience in the service, maintenance and repair of diesel and gas automotive and mechanical equipment of which one (1) year must have been at the supervisory level required, or an equivalent combination of training and experience.

Must possess a valid ~~State of~~ Florida Class B Commercial Driver License with ~~at least a Class B, with~~ with air brake endorsement.

~~A condition of employment is that the employee must have and maintain suitable and dependable means of communication/transportation available whereby contacts can be made by management and staff for response to emergencies requiring expeditious corrective action.~~

Employee must provide basic hand tool set with locking cabinet.

B. Knowledge, Abilities and Skills:

- Knowledge of the methods and procedures of organizing, supervising, and maintaining an —automotive and diesel repair shop.
- Knowledge of the principles and practices of supervision and management.
- Considerable knowledge of the operation, maintenance and repair of gas and diesel —automotive and heavy truck equipment, hydraulic systems, construction related —equipment, and mowers.
- Considerable knowledge of tools and standard practices of the automotive/diesel truck trade.
- Skill in operating a variety of tools and equipment used in vehicle maintenance
- Ability to supervise employees and to instruct them in the occupational safety rules and —practices of the work, and in the use of the tools and equipment **of the job used in vehicle maintenance.**
- Knowledge of the methods and procedures of metal welding and fabrication.
- Ability to diagnose problems in the operation of motor equipment and to make corrective —adjustments and repairs.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate basic computer programs including Microsoft Word, Outlook and Excel.
- Knowledge of vehicle electronic and computer systems and controls and electric circuitry. —Must be able to diagnose and repair.
- Knowledge of computerized diagnostic systems and computer controlled fuel —dispensing equipment.
- Ability to inventory and order fuel for fuel storage tanks, as well as compile computer —records of usage for monthly and quarterly reports.
- Ability to prepare and submit various forms of written communication such as: monthly —reports, memoranda, objective employee evaluations, equipment specifications; and, **to** maintain records and files.
- Ability to make cost estimates for repair needs including parts and materials.
- Ability to plan and schedule work projects and personnel, write reports and maintain —records and files including accurate inventory records.
- Ability to monitor monthly activity budgets and prepare requisitions for parts and supplies.
- Ability to provide input and information as required for the preparation of the annual —department budget and monitor expenditures throughout the fiscal year.
- Ability to maintain effective working relationships with other employees, other departments and the general public.

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C. Physical Requirements:

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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 pounds) items and occasionally handling very heavy items weighing over 100 pounds or may involve the frequent use of coordinative and manipulative skills in performing a variety of tasks with the full range of hand and power tools and fleet maintenance equipment; or the skilled and complex operation of equipment calling for adherence to exacting standards while manipulating multiple controls to make fine adjustments.

Tasks involve the reading of gages and computer screens. Must be able to perform manual labor in all types of weather conditions

D. Environmental Requirements:

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Tasks are regularly performed with potential for frequent exposure to adverse conditions such as chemicals, solvents, fuels, dirt, dust, odors, fumes, temperature and noise extremes, machinery, vibrations, or animal/wildlife.

E. Sensory Requirements:

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

F. Bloodborne Pathogens:

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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.

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CHARACTERISTICS OF THE CLASS**Dept. Public Works**

Under the general direction of the Public Works Director and/or Operations Manager, performs supervisory and technical work in the maintenance of Town owned automobiles, light and heavy trucks, construction and off-road equipment. The employee is a working supervisor directing the employees of the municipal garage and performing mechanical work in the nature of servicing/ maintaining vehicles, as well as, other mechanical and electrical equipment in various Town buildings as needed. Is responsible for organizing, assigning and reviewing work of subordinates. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Plan, assign, coordinate and exercise general and direct supervision over the activities of the municipal garage.
2. Prepare daily work schedules, develop work procedures, assign personnel, maintain records of activities and personnel.
3. Estimate costs of projects, determine equipment and material needs, prepare reports, equipment specifications and other documents as needed, determine need for repairs and make recommendations.
4. Oversee the efficiency, productivity, safety and working habits of departmental employees, provide technical assistance and training in use of appropriate maintenance procedures and equipment.
5. Supervise, train and evaluate staff and provide for continuing development and training.
6. Establish work standards and procedures for equipment repair/maintenance, determines needs and feasibility of major repairs.
7. Plan and direct a preventive maintenance program for the Towns vehicles, grounds maintenance equipment, off road equipment, tools and other as needed.
8. Make inspections of work in progress and completion.
9. Repair and overhaul automobiles, trucks and other equipment. Replace faulty parts and perform routine maintenance.
10. Maintain a complete inventory program of all vehicle parts.
11. Develop and maintain capital equipment replacement program.
12. Provide input and information as required for the preparation of the annual department budget.

Vehicle Maintenance Foreman (continued)

REQUIREMENTS

A. Training and Experience:

High School graduate or acceptable vocational school supplemented with courses relating to automotive mechanics or equivalent experience. Five (5) years experience in the field of repairing vehicles and equipment.

SPECIAL REQUIREMENTS

Must possess a minimum Florida Class B CDL with air brake and cargo endorsements. Employee must be ASE certified for air conditioning work or acquire such within six (6) months from date of employment or promotion.

A condition of employment is that the employee must have and maintain suitable and dependable means of communication/transportation available whereby contacts can be made by management and staff for response to emergencies requiring expeditious corrective action.

Employee must wear a pager at all times.

B. Knowledge, Abilities and Skills:

Considerable knowledge of methods, materials and equipment utilized in servicing/repairing vehicles and construction related equipment.

Considerable knowledge of tools and standard practices of the automotive trade.

Knowledge of computers and computer generated fuel dispensing equipment.

Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications and maintain records and files.

Ability to plan, organize and supervise the work of subordinates and to instruct persons on proper safety techniques.

Ability to monitor activity budgets and prepare requisitions for parts.

Ability to express ideas effectively orally and in writing.

Ability to inventory and order fuel for fuel storage tanks, as well as compile computer records of usage for monthly and quarterly reports.

Ability to maintain effective working relationships with other employees, representatives, other departments and the general public.

- 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.

Vehicle Maintenance Foreman (continued)

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.

ACCOUNTANT I

JOB CODE: 211
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Director, responsible for performing a variety of accounting functions. Work is performed under the general supervision of the Finance Director with technical support from the Chief Accountant with limited use of independent judgment and discretion in the performance of the work. Performs related duties as directed. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Accountant I position.

1. Prepares financial reports of all types, and may include those required by auditors engaged in periodic or special audits of the Town's financial administration
2. Prepares tax reports including but not limited to sales tax, fuel tax and 941 returns
3. Compiles and analyzes financial information to prepare journal entries
4. Prepares regulatory reports as required by State and Federal agencies
5. Prepares daily cash reports, accurate deposits and data entries to accounts
6. Performs monthly bank statement reconciliations or reviews reconciliation for completeness
7. Performs monthly analysis of revenues and expenditures and comparison of budget to actuals
8. Performs monthly review and reconciliations of balance sheet accounts and follows up on discrepancies and irregularities
9. Prepares bi-weekly payroll and associated reports as required or review payroll reports for accuracy and completeness
10. Issues purchase orders and processes invoices for payment against purchase orders
11. Processes all other payments for goods and services
12. Processes payments and cash receipts from the public, other agencies and other departments
13. Assists auditors in completing the yearly audits
14. Performs all tasks related to the Local Business Tax Receipts.

15. Performs other accounting and administrative functions for the Finance Director as assigned
16. Monitors all Town grants and prepares and submits required reports and maintains a schedule of all grants for management and auditors

REQUIREMENTS:

A. Training and Experience:

Graduation from an accredited college or university with a Bachelors Degree in accounting or related field. A combination of education and experience may be substituted for degree. Must be proficient in Microsoft Excel and Word. Municipal accounting experience is preferred.

B. Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles; Government Accounting, Auditing and Financial Reporting; and, Government Accounting Standards Board requirements
- Ability to prepare basic financial reports using advanced computer techniques and software programs such as Microsoft Excel and Word
- Ability to establish and maintain working relationships with other employees, Town officials and the general public
- Ability to work independently with direction from others
- Ability to perform multiple tasks simultaneously

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

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.

ACCOUNTANT II

JOB CODE: 212
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Director, responsible for performing a variety of accounting functions. Work is performed under the general supervision of the Finance Director with technical support from the Chief Accountant with latitude for the use of independent judgment and discretion in the performance of the work. Performs related duties as directed. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Accountant II position.

1. Prepares financial reports of all types, and may include those required by auditors engaged in periodic or special audits of the Town's financial administration
2. Prepares tax reports including but not limited to sales tax, fuel tax and 941 returns
3. Compiles and analyzes financial information to prepare journal entries
4. Prepares regulatory reports as required by State and Federal agencies
5. Prepares daily cash reports, accurate deposits and data entries to accounts
6. Performs monthly bank statement reconciliations or reviews reconciliation for completeness
7. Performs monthly analysis of revenues and expenditures and comparison of budget to actuals
8. Performs monthly review and reconciliations of balance sheet accounts and follows up on discrepancies and irregularities
9. Prepares bi-weekly payroll and associated reports as required or review payroll reports for accuracy and completeness
10. Issues purchase orders and processes invoices for payment against purchase orders
11. Processes all other payments for goods and services
12. Processes payments and cash receipts from the public, other agencies and other departments
13. Assists auditors in completing the yearly audits
14. Performs all tasks related to the Local Business Tax Receipts.

15. Performs other accounting and administrative functions for the Finance Director as assigned
16. Monitors all Town grants and prepares and submits required reports and maintains a schedule of all grants for management and auditors

REQUIREMENTS:

A. Training and Experience:

Graduation from an accredited college or university with a Bachelors Degree in accounting or related field plus five years of experience in municipal accounting. A combination of education and experience may be substituted for degree. Must be proficient in Microsoft Excel and Word.

B. Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles; Government Accounting, Auditing and Financial Reporting; and, Government Accounting Standards Board requirements
- Ability to prepare financial reports using advanced computer techniques and specific software programs such as Microsoft Excel and Word
- Ability to establish and maintain working relationships with other employees, Town officials and the general public
- Ability to work independently and to make appropriate decisions
- Ability to perform multiple tasks simultaneously

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

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.

ACCOUNTANT III

JOB CODE: 213
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Finance Director, responsible for performing a variety of accounting functions. Work is performed under the general supervision of the Finance Director with wide latitude for the use of independent judgment and discretion in the performance of the work and application of professional accounting techniques. Performs related duties as directed. 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 an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Accountant III position.

1. Prepares financial reports of all types, and may include those required by auditors engaged in periodic or special audits of the Town's financial administration
2. Prepares tax reports including but not limited to sales tax, fuel tax and 941 returns
3. Compiles and analyzes financial information to prepare journal entries
4. Prepares regulatory reports as required by State and Federal agencies
5. Prepares daily cash reports, accurate deposits and data entries to accounts
6. Performs monthly bank statement reconciliations or reviews reconciliation for completeness
7. Performs monthly analysis of revenues and expenditures and comparison of budget to actuals
8. Performs monthly review and reconciliations of balance sheet accounts and follows up on discrepancies and irregularities
9. Prepares bi-weekly payroll and associated reports as required or review payroll reports for accuracy and completeness
10. Issues purchase orders and processes invoices for payment against purchase orders
11. Processes all other payments for goods and services
12. Processes payments and cash receipts from the public, other agencies and other departments
13. Assists auditors in completing the yearly audits
14. Performs all tasks related to the Local Business Tax Receipts.

15. Performs other accounting and administrative functions for the Finance Director as assigned
16. Monitors all Town grants and prepares and submits required reports and maintains a schedule of all grants for management and auditors

REQUIREMENTS:

A. Training and Experience:

Graduation from an accredited college or university with a Bachelors Degree in accounting or related field. MBA and/or CPA, and municipal accounting experience preferred. Must be proficient in Microsoft Excel and Microsoft Word.

B. Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles; Government Accounting, Auditing and Financial Reporting; and Government Accounting Standards Board requirements
- Ability to prepare complex financial reports using advanced computer techniques and specific software programs such as Microsoft Excel and Microsoft Word
- Ability to establish and maintain working relationships with other employees, Town officials and the general public
- Ability to plan projects, to work independently, to make appropriate decisions, and to direct others as part of a project
- Ability to perform multiple tasks simultaneously

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

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.