

RESOLUTION NO. 33-09-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF ASSISTANT TO THE TOWN MANAGER, OPERATIONS MANAGER, AND SPECIAL PROJECTS COORDINATOR; AND, TO CREATE THE NEW JOB DESCRIPTIONS OF ASSISTANT TO THE HUMAN RESOURCES DIRECTOR, ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR, SANITATION FOREMAN, AND GROUNDS MAINTENANCE FOREMAN; 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 Assistant to the Town Manager, Operations Manager, and Special Projects Coordinator, and to create the new job descriptions of Assistant to the Human Resources Director, Assistant to the Community Development Director, Sanitation Foreman, and Grounds Maintenance Foreman. Copies of the revised and new job descriptions are attached hereto as Exhibit A, Exhibit B and Exhibit C, Exhibit D, Exhibit E, Exhibit F, and Exhibit G respectively.

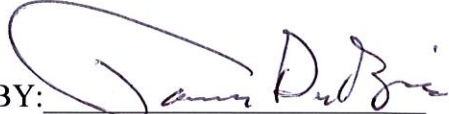
Section 3. This Resolution shall become effective October 1, 2015.

The foregoing Resolution was offered by Commissioner O'Rourke 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>	___
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	___
COMMISSIONER ERIN FLAHERTY	<u>/</u>	___
COMMISSIONER MICHAEL O'ROURKE	<u>/</u>	___
COMMISSIONER KATHLEEN RAPOZA	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 33-09-15 duly passed and adopted this 16 day of September, 2015.

TOWN OF LAKE PARK, FLORIDA

BY: 
JAMES DUBOIS
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK

(TOWN SEAL)

Approved as to form and legal sufficiency:


BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

Exhibit A

ASSISTANT TO THE TOWN MANAGER

JOB CODE: 490
DEPARTMENT: TOWN MANAGER

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Town Manager, performs a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, secretarial, analytical, and technical support to the Town Manager's Office. Plans, coordinates, and participates in various program and administrative operations and activities including those having a Town-wide impact. Coordinates assigned activities with Town departments, outside agencies, and the general public, and provides information and assistance to internal and external customers and contacts at all levels of the Town organization regarding assigned programs and services. Performs other work and duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, 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 Assistant to the Town Manager position.

1. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving Town-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
2. Serves as media contact for assigned functions and/or areas; tracks news coverage; answers media inquiries; writes and distributes bulletins, news releases, newsletters and other public information; coordinates requests for speakers; counsels management staff on public affairs information implications; maintains Town-wide media contacts list.
3. Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures.
4. Participates in the development and administration of the department budget; submits budget recommendations; monitors expenditures.

5. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data; sorts and distributes departmental mail
6. Performs all administrative functions of the department to which employee is assigned
7. Assists in processing departmental applications and forms, and files and records documents with external agencies as required
8. Maintains and orders departmental office supplies
9. Works independently and within a team on special recurring and nonrecurring projects. Acts as project manager for special projects at the request of the Town Manager, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, and creating brochures and flyers
10. Prepares bi-weekly payroll and processes invoices for payment by the Finance Director subject to approval by the Town Manager
11. Schedules and organizes complex activities such as meetings, travel, conferences, and department activities
12. Performs customer service duties including answering telephone calls and assisting departmental customers. Acts as a liaison with other Town departments and outside agencies, and explains departmental policies and procedures when necessary
13. Fulfills public record requests in a timely manner
14. Performs record management and retention duties pursuant to Florida Statutes
15. Performs other related duties as required.

REQUIREMENTS:

Training and Experience:

High School diploma or GED, supplemented by a minimum of seven years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of municipal operations and the role of local government.

Knowledge, Skills and Abilities:

- Ability to perform a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, analytical, and technical support to the Town Manager's Office involving the use of sound judgment and personal initiative
- Ability to conduct various administrative and organizational studies and analyses on a wide variety of complex issues
- Ability to plan and organize work to meet changing priorities and deadlines
- Ability to independently prepare correspondence and memoranda
- Ability to communicate clearly and concisely, both verbally and in writing

- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures, including computers and accurate data entry abilities
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to maintain a high level of confidentiality in the performance of assigned tasks
- Excellent public and customer relations skills
- Knowledge of the operation, function and scope of authority of Town departments and offices
- Knowledge of techniques in research and report preparation
- Ability to respond to requests for information, complaints and administrative details and to interpret and apply Town policies, procedures and regulations
- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to maintain accurate records
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy and diversified workload under pressure and pursuant to changing deadlines
- Ability to exercise sound judgment and accept responsibility for actions and/or accomplishments
- Ability to work a diverse schedule

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to manipulate; handle or feel objects, tools, or controls with arms and hands; and, to reach with hands and arms. The employee is frequently required to work, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard. Sensory requirements consist of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and, sound perception and discrimination.

Environmental Requirements:

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

Blood Borne Pathogens:

Minimal to No Risk of Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

Job Title: ASSISTANT TO THE TOWN MANAGER

Job Number: 490

Hours/Pay grade : 40 / 16

Department: Administration

~~**Salary: Min. \$34,433.00 - Max. \$45,700.00**~~

Supervised By: Town Manager

Location: Town Hall

JOB DESCRIPTION: Administration, Organizational analysis and development, preparation of reports and internal and external communications.

GENERAL PURPOSE: Administrative and management work assisting the Town Manager in the management of activities necessary to insure the efficient and effective operation of the Town. Position requires particular knowledge and experience in Historic Preservation, Economic Development, Main street and other redevelopment strategies.

RESPONSIBILITIES:

Assists with the administration and implementation of directives and policy decisions of the Town Commission through the Town Manager.

Participates in the preparation of Town Commission agendas.

Attends regular and special meetings of the Town Commission and other town boards.

Assists in the preparation and coordination of the Town budget.

Provides direction and guidance to various Department Directors in formulating and executing administrative policies and/or developing new programs, especially as it relates to redevelopment.

Promotes the Town and Town's Mission Statement.

Conducts fact-finding interviews, observes operations and reports recommended changes to the Town Manager.

Assists in developing and implementing management solutions.

Develops and implements special programs and projects as directed by the Town Manager.

Confers with representatives of other jurisdictions, developers, private industry, civic and community groups on matters of interests pertaining to assigned departments or functions.

Performs research and preparation of statistical reports.

Responds to inquiries from employees, citizens and others. Refers complaints to other departments or individuals as required.

Performs any other related work as required.

Assists with special events to promote Town's image.

Assists Planning Dept. in historical and architectural elements of Comp. Plan and Zoning Codes.

Seeks out grant opportunities and prepares applications.

QUALIFICATIONS:

- Required:
 - Bachelor's Degree in public administration, Planning/Historic Preservation. Master's degree preferred.
 - Knowledge of local and state statute laws.
 - Considerable experience in various phases of management of specific projects including redevelopment.
 - Considerable knowledge of theories, principles and practices of public administration as it relates to economic development and planning.
 - Considerable knowledge of the organizational structures, functions, operations, objectives and goals of Municipal government.
 - Knowledge of community dynamics including inter-governmental relations, civic organizations and special interest groups.
 - Ability to identify, analyze and solve administrative problems.
 - Ability to represent the Town Manager in her absence.
 - Ability to work independently on complex and confidential assignments.
 - Ability to communicate effectively verbally and in writing.
 - Ability to establish and maintain effective working relationships with Town officials and employees.
 - Ability to plan, prepare and operate under an approved budget.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license.
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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 or balance, stoop, kneel or crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include closed vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS & EQUIPMENT USED:

Phone system, personal computer including word processing software, calculator; copy machine, fax machines, adding machine and automobile.

ENVIRONMENTAL CONDITIONS:

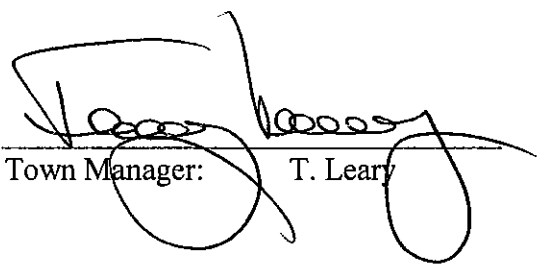
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES:

Formal application, rating of education, training and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
Town Manager: T. Leary

Closing Date:

Exhibit B

OPERATIONS MANAGER

JOB CODE: 175
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

Performs administrative and financial work under the general supervision of the Public Works Director by conducting research and developing pertinent data and analysis for various projects and varied tasks. Obtains quotes and estimates, prepares and expedites bids and contracts using Town purchasing policies and procedures. Tracks employee time and prepares Departmental payroll. Responsible for processing all divisions' accounts payable invoicing through the Finance Department. Tracks and submits completed Zoning Certificates to the Community Development Department after ensuring Sanitation service and billing has been established for new businesses.

Is responsible for the hands-on administration, direction, and supervision of the Public Works Maintenance Divisions: Facilities Maintenance, Grounds Maintenance and Vehicle Maintenance. Coordinates maintenance activities through the use of the digital Work Order Request and the Field Purchase Order systems. Works closely with division foremen to plan and schedule work and to procure materials and equipment.

Maintains working relationships with other Town departments by providing information and assistance in a timely manner. Provides customer service by taking complaints and finding solutions using the resources available in the Public Works Department. Ensures the efficient and effective operation of the Public Works Administration office.

Performs duties with considerable independence and latitude in accordance with the Town's policies and procedures while maintaining the highest standards.

Performs related duties when assigned when such duties are a logical and appropriate assignment to the position. 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 functions are a logical assignment to the Operations Manager position.

1. Oversees development, administration and review of maintenance division budgets and exercises control over expenditures. Assists in budget preparation and evaluates the need for and recommends the addition of materials and equipment.

2. Plans, schedules, monitors and reviews the work of subordinates through oral reports or observation of work in progress: may complete performance evaluations, counseling memos, and other supervisory tasks.
3. Coordinates Town projects with the use of the Work Order Request software in conjunction with Outlook© for the Facilities Maintenance and Grounds Maintenance operations; Oversees Vehicle Maintenance purchases in support of the repair and preventive maintenance of all Town vehicles and equipment. Investigates and furnishes cost estimates for various construction or special projects as needed.
4. Responds to citizen inquiries and complaints regarding Town services performed by any Public Works employee; provides solutions to problems.
5. Prepares and submits a variety of reports; assists Public Works Director in special projects.
6. Prepares invoices for payment on a daily basis.
7. Attends specific meetings as directed by the Public Works Director.
8. Accepts responsibility for assigned projects and deadlines and maintains communication with the Director and the Project Manager in order to assist in meeting Department submittal deadlines.
9. Prepares bi-weekly payroll for the entire department by working with the foremen to document and approve all leave requests.
10. Prepares and authorizes field purchase orders, prepares purchase order requests, and ensures purchasing policies and procedures are followed for all departmental transactions.
11. Maintains administrative office functions by procuring essential operating supplies.
12. Responsible for ordering custodial supplies, personal protective equipment, uniforms, rain gear, work boots, etc.
13. Performs other work as necessary and required.

REQUIREMENTS:

A. Training and Experience:

Bachelor's degree in Public Administration, Business Administration or related field. At least three years professional experience at a supervisory level in the field of Public Works operations including administration and budget; or any equivalent combination of training and experience. Valid Florida Driver's license.

B. Knowledge, Abilities and Skills:

- Knowledge of principles and practices of a comprehensive Public Works program.
- Knowledge of municipal functions and operations and the ability to interpret Town policies, procedures, and regulations, and make decisions in accordance with same.
- Ability to maintain professional confidentiality.
- Knowledge of equipment, materials and supplies required to maintain and operate a Public Works program.
- Knowledge of principles and practices of maintenance, construction and use of public facilities.
- Working knowledge of all Microsoft Office© suite products.
- Ability to prepare effective correspondence, reports, memos.
- Ability to manage typical administrative office duties as well as maintenance operations.
- Ability to learn and maintain proprietary software programs.

- Knowledge of modern sanitation methods and techniques.
- Ability to effectively supervise staff.
- Ability to establish and maintain effective working relationships with others.
- Strong Customer Service skills and the ability to resolve customer complaints in a timely manner.
- Skill in operation of tools, equipment, and vehicles associated with the department.
- Skill in budget preparation.
- Ability to communicate effectively both orally and in writing.
- Knowledge of basic civil engineering principles as applied to methods and practices essential to drainage, street, and sidewalk maintenance and construction.
- Ability to work a diverse schedule, as required.

C. Physical Requirements:

- Must walk, stoop, bend, sit, and talk, for lengthy periods in an office environment.
- Manual dexterity required in the operation of machinery and keyboard.
- Tasks may include extended periods at a keyboard.
- Vision requirements include: close vision, distance vision, color vision, peripheral vision, and depth perception.
- Must be able to hear and understand telephone and two way radio conversations.
- Must lift moderate to heavy loads (15-25 lbs.).

D. Environmental Requirements:

Work is performed outdoors and under adverse environmental conditions (storms, rain) at times.

E. Sensory Requirements:

Task requires color, sound, odor, form and texture perception and discrimination.

F. Blood borne 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.

OPERATIONS MANAGER

CLASS CODE: 175
PAY GRADE: 15
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Public Works Director, this position is responsible for oversight of all employees and activities of the Public Works Department. Plans and schedules street maintenance, grounds maintenance, building maintenance, vehicle maintenance and sanitation services. Incumbent uses independent judgment and discretion in the management of the daily operations of all Public Works activities in order to meet Town goals and standards.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Oversees development, administration and review of departmental budgets and exercises control over expenditures. Assists in budget preparation and evaluates the need for and recommends the addition of materials and equipment.
2. Plans, schedules, monitors and reviews the work of subordinates through oral reports or observation of work in progress; may complete performance evaluations, counseling memos and other supervisory tasks.
3. Coordinates Town projects with daily work schedules in building, streets, sanitation and parks; supervises the Town garage and the repair and continuing maintenance of all vehicles and equipment. Furnishes cost estimates for various construction or special projects as needed.
4. Responds to citizen inquiries and complaints regarding Town services performed by any Public Works employee; provides solutions to problems.
5. Prepares and submits a variety of reports; assists Public Works Director in special projects.
6. Performs other work as necessary and required.

REQUIREMENTS:

- A. **Training and Experience:**
Bachelor's degree in Public Administration, Business Administration or related field. At least three years professional experience at a supervisory level in the field of Public Works operations including administration and budget; or any equivalent combination of training and experience. Valid Florida Driver's license.
- B. **Knowledge, Abilities and Skills:**
 - Knowledge of principles and practices of a comprehensive Public Works program.

- Knowledge of equipment, materials and supplies required in a Public Works program.
- Knowledge of principles and practices of maintenance, construction and use of public facilities.
- Knowledge of modern sanitation methods and techniques.
- Ability to effectively supervise staff.
- Ability to establish and maintain effective working relationships with others.
- Skill in operation of tools, equipment and vehicles associated with the department.
- Skill in budget preparation.
- Skill in computer usage.
- Ability to communicate effectively, orally and in writing.
- Knowledge of engineering principles as applied to methods and practices essential to sidewalk and street construction and drainage.

C. Physical Requirements:

Must walk, stoop, bend, sit, talk, for lengthy periods. Manual dexterity required in the operation of machinery and keyboard. Must lift moderate to heavy loads (15-20 lbs.).

D. Environmental Requirements:

Work is performed outdoors and under adverse environmental conditions (storms, rain) at times.

E. Sensory Requirements:

Task requires color, sound, odor, form and texture perception and discrimination.

F. Bloodborne Pathogens:

Category II - Moderate to Minimal Risk Exposure.

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

Exhibit C

SPECIAL EVENTS COORDINATOR

JOB CODE: 630
DEPARTMENT: PARKS AND RECREATION

CHARACTERISTICS OF THE CLASS

Under the general direction of the Recreation Director, responsible for program work in the development, promotion and maintenance of special events and in the coordination, use and rental of all recreation facilities. Duties include providing recommendations for new programs, program publicity and organization of events including the Sunset Celebration. Work is performed using sound judgment and discretion under the direction of the Recreation Director. Performs related duties as required. 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 Special Events Coordinator position.

1. Assists in performing customer service duties including answering telephone calls and assisting departmental customers
2. Provides customer service and support to event vendors and patrons
3. Provides administrative support including typing and filing
4. Assists the Recreation Director in coordinating, planning and scheduling events and activities
5. Assists the Recreation Director in soliciting participation, membership and support of neighborhood and community groups
6. Arranges for publicity and notifications regarding programs and events
7. Meets with individuals and groups seeking to rent Town facilities, and prepares all paperwork for the rental of such facilities pursuant to the Town's facility rental policies
8. Plans and schedules for upcoming events; coordinates with all parties ensuring smooth operation and positive outcomes of events

REQUIREMENTS**A. Training and Experience:**

High School Diploma or GED required. Must possess a valid Florida Drivers' License and be able to work a varied work schedule including some evenings, weekends and holidays.

B. Knowledge, Abilities and Skills:

- Excellent public and customer relations skills
- Ability to communicate effectively both verbally and in writing
- Ability to maintain accurate records
- Ability to follow verbal and written communications
- Ability to communicate with the public and co-workers in a courteous manner
- Ability to work independently and carry out tasks within assigned areas of responsibility
- Skill in managing multiple tasks
- Ability to work s diverse schedule

C. Physical Requirements:

Tasks involve regular and at times sustained performance of heavier physical tasks such as lifting and carrying heavy (up to 100 pound) objects, and stooping, bending, walking, and working both indoors and outdoors.

D. Environmental Requirements:

Tasks may require some exposure to adverse environmental conditions.

E. Sensory Requirements:

Tasks require sound and form perception.

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.

SPECIAL PROJECTS COORDINATOR

CLASS CODE: 630

PAY GRADE: 11

CHARACTERISTICS OF THE CLASS: The incumbent in this position is responsible for program work in the development, promotion and maintenance of community affairs projects and in the coordination and use of all recreation facilities. Duties include providing recommendations for new programs, program publicity and organization of events. Work is performed using independent judgement and discretion under the direction of the Director of Community Affairs. Performs related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plan, organize, schedule and direct community activities.
2. Solicit participation, membership and active interest and support of neighborhood and community groups, arrange for publicity and notification of programs and events.
3. Plan and schedule for upcoming events; coordinate with all parties ensuring smooth operation and positive outcomes of events.
4. Review of past programs by citizen survey or other method.
5. Administrative support in typing, filing, and use of computer equipment; perform grant research as needed.
6. Assist with production of Town newsletter and other public relations and media releases.
7. May supervise part time and temporary staff.
8. Other duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a bachelors degree in recreation, leisure services or related field, with at least one year in public relations, grant writing, public events production or other recreational and events programming. Valid CDL Florida license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles and practices of public recreation activities and events.
Knowledge of rules, regulations, ordinances and requirements regarding public recreation.
Knowledge of equipment and facilities used in a variety of recreational and public activities.
Skill in dealing effectively with the public individually and in large groups.
Skill in managing multiple tasks required for production of public events.
Ability to communicate effectively, orally and in writing.

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to compose, produce, edit and present newsletters and other publications.
Knowledge of First Aid techniques, including CPR.
Skill in public speaking.

PHYSICAL REQUIREMENTS: Tasks involve regular and at times sustained performance of heavier physical tasks such as lifting and carrying heavy (up to 100 pound) objects, and stooping, bending, walking, working in confined spaces, working both indoors and outdoors.

ENVIRONMENTAL REQUIREMENTS: Tasks may require some exposure to adverse environmental conditions.

SENSORY REQUIREMENTS: Requires sound and form perception and discrimination.

BLOODBORNE PATHOGENS: Category II - Minimal to Moderate risk of exposure.

EMPLOYEE RECEIPT; _____ **DATE:** _____

Exhibit D

ASSISTANT TO THE HUMAN RESOURCES DIRECTOR

JOB CODE: 121
DEPARTMENT: HUMAN RESOURCES

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Human Resources Director, this position performs a wide variety of highly responsible, complex and diverse advanced administrative duties involved in providing administrative, secretarial, analytical and technical support to the Human Resource Director by performing duties such as typing, filing, scheduling, compiling information relating to the department where assigned, performing financial record keeping, preparing payroll, planning and coordinating meetings and conferences, requisitioning supplies, coordinating direct mailings, and working on special projects. Also, provides technical assistance to other departmental personnel, and interacts with a diverse group of important external callers and customers as well as internal contacts at all levels of the Town organization. Performs other work and duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, 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 Assistant to the Human Resources Director position.

1. Performs customer service duties including answering telephone calls and assisting departmental customers
2. Assists in the recruitment and interview process by publishing employment ads and scheduling job interviews
3. Conducts new employee orientations and completes the paperwork for new hires
4. Verifies I-9 documentation and keeps all I-9 records current
5. Submits the online criminal, employment and credit investigation requests and assists with employment background checks and credentialing
6. Reconciles the employee insurance statements
7. Prepares the departmental payroll
8. Prepares employee evaluation review packets and forms
9. Assists the Human Resources Director with various research and/or special projects
10. Prepares new employee personnel files, and files papers and documents into appropriate employee files

11. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data; sorts and distributes departmental mail
12. Fulfills public record requests in a timely manner
13. Performs record management and retention duties pursuant to Florida Statutes
14. Performs other related duties as required

REQUIREMENTS:

Training and Experience:

High School diploma or GED, supplemented by a minimum of five years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of municipal operations and the role of local government. Human Resource training in federal and state employment laws and regulations also required.

Knowledge, Skills and Abilities:

- Ability to identify and resolve problems in a timely manner
- Strong interpersonal skills and the ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to perform a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, analytical, and technical support to the Human Resources Department involving the use of sound judgment and personal initiative
- Ability to conduct various administrative and organizational studies and analyses on a wide variety of complex issues
- Ability to plan and organize work to meet changing priorities and deadlines
- Ability to independently prepare correspondence and memoranda
- Ability to communicate clearly and concisely, both verbally and in writing
- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures, including computers and accurate data entry abilities
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to maintain a high level of confidentiality in the performance of assigned tasks
- Excellent public and customer relations skills
- Knowledge of the operation, function and scope of authority of Town departments and offices
- Knowledge of techniques in research and report preparation
- Ability to respond to requests for information, complaints and administrative details and to interpret and apply Town policies, procedures and regulations

- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to maintain accurate records
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy and diversified workload under pressure and pursuant to changing deadlines
- Ability to exercise sound judgment and accept responsibility for actions and/or accomplishments
- Ability to work a diverse schedule

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to manipulate; handle or feel objects, tools, or controls with arms and hands; and, to reach with hands and arms. The employee is frequently required to work, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard. Sensory requirements consist of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and, sound perception and discrimination.

Environmental Requirements:

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

Blood Borne Pathogens:

Minimal to No Risk of Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

Exhibit E

ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR

JOB CODE: 323
DEPARTMENT: COMMUNITY DEVELOPMENT

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Community Development Director, performs a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, secretarial, analytical and technical support to the Community Development Department. Assists in the research and development of varied projects. Provides technical assistance to other departmental personnel and provides information and assistance to internal and external customers and contacts regarding departmental programs and services. Performs other work and duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined here, 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 Assistant to the Community Development Director position.

1. Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving departmental issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics
2. Responsible for confidential and time sensitive material which relies on experience and judgment to plan and accomplish goals, with a high degree of creativity and latitude
3. Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs; recommends and implements resulting policies and procedures
4. Participates in the development and administration of the department budget as needed; submits budget recommendations, and helps monitor expenditures as required
5. Prepares, composes, processes and maintains departmental correspondence, memoranda, reports, databases, records and statistical data; sorts and distributes departmental mail
6. Performs all administrative functions of the department to which employee is assigned

7. Assists in processing departmental applications and forms, and files and records documents with external agencies as required
8. Attends specific meetings and transcribes meeting minutes and prepares them for approval as deemed necessary by the Community Development Director
9. Works independently and within a team on special recurring and nonrecurring projects. Acts as project manager for special projects at the request of the Community Development Director, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, and creating brochures and flyers
10. Prepares bi-weekly payroll and processes invoices for payment by the Finance Director subject to approval by the Community Development Director
11. Schedules and organizes complex activities such as meetings, travel, conferences, and department activities
12. Performs customer service duties including answering telephone calls and assisting departmental customers. Acts as a liaison with other Town departments and outside agencies, and explains departmental policies and procedures when necessary
13. Performs duties relating to the Special Magistrate Hearings, Planning and Zoning Board meetings, Historic Preservation Board meetings, and Local Planning Agency meetings, including preparation and distribution of agendas, as well preparation and distribution of Orders Finding Violation and related paperwork for Code Compliance regular cases and Abatement cases
14. Prepares the minutes of the various Board meetings
15. Attends specific meetings as deemed necessary by the Community Development Director
16. Records Code Compliance liens with the Palm Beach County Clerk of Courts
17. Maintains Town of Lake Park lien files for all outstanding Code Compliance cases
18. Fulfills public records requests, as necessary, in a timely manner
19. Assists in the processing of applications for building permits in the absence of the Community Development Technician
20. Performs records management and retention requirements pursuant to Florida Statutes of all Code Compliance and Planning and Zoning case files
21. Maintains and orders office supplies for the Community Development Department and prepares purchase orders for approval by the Community Development Director
22. Performs other related duties as required.

REQUIREMENTS:

Training and Experience:

Associate's Degree from an accredited college or university, supplemented by a minimum of three years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of municipal operations and the role of local government; or the equivalent combination of education and experience

Knowledge, Skills and Abilities:

- Ability to perform a wide variety of highly responsible, complex, and diverse advanced level administrative duties involved in providing administrative, analytical, and technical support to the Community Development Department involving the use of sound judgment and personal initiative
- Ability to conduct various administrative and organizational studies and analyses on a wide variety of complex issues
- Ability to plan and organize work to meet changing priorities and deadlines
- Ability to independently prepare correspondence and memoranda
- Ability to communicate clearly and concisely, both verbally and in writing
- Excellent knowledge of composition and grammar, business English, mathematics, and modern office practices and procedures, including computers and accurate data entry abilities
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to maintain a high level of confidentiality in the performance of assigned tasks
- Excellent public and customer relations skills
- Knowledge of the operation, function and scope of authority of Town departments and offices
- Knowledge of techniques in research and report preparation
- Ability to respond to requests for information, complaints and administrative details and to interpret and apply Town policies, procedures and regulations
- Ability to make decisions in accordance with laws, the Town Code, regulations, departmental policies and procedures
- Ability to establish and maintain effective and courteous working relationships with elected officials, co-workers and the general public
- Ability to maintain accurate records
- Ability to understand and carry out verbal and written instructions
- Ability to manage and effectively complete a heavy and diversified workload under pressure and pursuant to changing deadlines
- Excellent public relations skills
- Ability to work a diverse schedule

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to manipulate; handle or feel objects, tools, or controls with arms and hands; and, to reach with hands and arms. The employee is frequently required to work, climb, stand or balance, stoop, kneel or crouch. The employee must occasionally lift up to 20 pounds. Tasks may involve extended periods of time at a computer keyboard. Sensory requirements consist of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and, sound perception and discrimination.

Environmental Requirements:

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

Blood Borne Pathogens:

Minimal to No Risk of Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

Exhibit F

SANITATION FOREMAN

JOB CODE: 560

DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director, performs supervisory work over assigned operations in the Commercial and/or Residential Sanitation Division. Supervision is exercised over various skill level employees and active participation with crew members in day-to-day operations is required. Is responsible for organizing, assigning and reviewing work of subordinates. The employee in this position is a working supervisor directing the employees of the Commercial Sanitation and Residential Sanitation Division and performing work consistent with the Divisions' tasks. This includes maintaining proper records, both hand-written and digital, as it relates to scheduling, billing, and issuing citations. 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 performance standards are met. 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 Sanitation Foreman position.

- 1) Plan, assign, coordinate and exercise general and direct supervision over the activities of the Commercial and/or Residential Sanitation Division
- 2) Prepare daily work schedules, plan work procedures, assign personnel, oversee supervision of work, and maintain records of activities, personnel, purchases, billing, and citations
- 3) Estimate costs of projects, determine equipment and material needs, equipment specifications and other documents as needed, and make recommendations. Prepare reports and budget accordingly
- 4) Oversee the efficiency, productivity, safety and work habits of division employees. Use disciplinary action, consistent with the Employee Handbook and the Collective Bargaining Agreement, to correct employee behavior
- 5) Supervise, train and evaluate staff and provide for continuing development and training. Provide technical assistance and training in the use of procedures and equipment
- 6) Schedule, direct and review the work associated with commercial and residential sanitation collection. Monitor the condition and status of related equipment and vehicles as it relates to scheduled operations
- 7) Respond to the citizen inquiries and complaints regarding Town services performed under the jurisdiction of Public Works. Enforce ordinances

- 8) Provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year
- 9) Evaluate and rate individual employee's performance and discuss 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 sanitation services of which one (1) year must have been at the supervisory level or an equivalent combination of training and experience.

Must possess a valid Florida class B Commercial Drivers' License (CDL) with air brake endorsement.

B. Knowledge, Abilities and Skills:

- Knowledge of route service operations on a prescribed schedule
- Knowledge of the principles and practices of supervision and management
- Knowledge of the operation of commercial and/or residential sanitation collection equipment
- Skill in operating a variety of commercial or residential sanitation collection equipment
- 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
- Ability to communicate effectively, both verbally and in writing
- Ability to operate in basic computer programs including Microsoft Word, Outlook, and Excel
- Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications, records and various files
- Ability to make cost estimates for project needs including equipment and materials
- Ability to plan and schedule work projects and personnel, investigate and resolve customer service complaints, document actions taken, estimate levels of service and prepare reports, citations, and billing
- 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

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 pounds) items and occasionally handling very heavy items up to 100 pounds. May involve the frequent use of coordinative and manipulative skills in performing a variety of tasks associated with the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, dimensions, and proximity.

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:

Task requires color, sound, odor, form and texture perception and discrimination.

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

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

Exhibit G

GROUNDS MAINTENANCE FOREMAN

JOB CODE: 564
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS

Under the general direction of the Public Works Director and the Operations Manager, performs supervisory and administrative work in the Grounds Maintenance Division to ensure necessary projects are completed in an efficient, safe, and timely manner. The employee in this position is a working supervisor. This position requires organizing, assigning and reviewing work of subordinates. Supervision is exercised over various skill level employees and active participation with crew members in landscaping and grounds maintenance work including but not limited to: mowing grass, cutting trees, trimming shrubs, bush hogging, and other associated grounds maintenance tasks is required. Employee functions at entry management level and work is reviewed in progress and upon completion for ensuring all work adheres to all prescribed safety standards and regulatory requirements applicable to the work. Employee must exercise independent judgment and initiative in performing assigned duties. This includes maintaining proper records, both hand-written and digital, as it relates to scheduling and purchasing. Requires working with Administration in determining project requirements, project cost assessments, and course of action for completion of projects. Performs other work as requested. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Grounds Maintenance Foreman position.

- 1) Plan, assign, coordinate and exercise general and direct supervision over the activities of the Grounds Maintenance Division. Make assignments and oversee projects to completion, which may include the use of contracted services
- 2) Observe grounds maintenance needs, set priorities, prepare daily work schedules, plan work procedures, assign personnel, oversee supervision of work, and maintain records of activities, personnel, and purchases
- 3) Oversee the maintenance of public grounds including playgrounds, paths, alley ways, and parking areas. Conduct quality checks of work in progress or upon completion to assure acceptability
- 4) Coordinate the set-up and removal of equipment, tables, chairs, stages etc. for special events and programs.
- 5) Participate in the selection of appropriate number and types of plants, shrubs, trees and grasses suited to the location, soil, amount of sun received, and availability of water
- 6) Select the type and amount of pesticide or herbicide and instruct employees on proper application. Select the type and amount of fertilizer and instruct employees on proper application to conform to State regulations

- 7) Supervise tree removal operations including the safe operation of chipping and stump grinding equipment
- 8) Estimate costs of projects, determine equipment and material needs, equipment specifications and other documents as needed, and make recommendations. Prepare reports and budget accordingly
- 9) Oversee the efficiency, productivity, safety and work habits of division employees. Use disciplinary action, consistent with the Employee Handbook and the Collective Bargaining Agreement, to correct employee behavior. Recommend persons to be hired, disciplined, discharged, or promoted
- 10) Evaluate and rate individual employee's performance and discuss the evaluation at least annually with workers under supervision
- 11) Supervise, train and evaluate staff and provide for continuing development and training. Provide technical assistance and training in the use of procedures and equipment
- 12) Analyze and resolve work problems, and assist workers in solving problems. Study existing practices and procedures to determine methods of improvement
- 13) Inspect maintenance and repairs on irrigation systems, playground equipment, structures, facilities, equipment, and other Town facilities and grounds
- 14) Respond to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, i.e., fallen debris, spills, broken windows, broken locks
- 15) Monitor the condition and status of related equipment and vehicles as it relates to scheduled operations
- 16) Conduct periodic inventory of all tools and equipment; maintain a computerized listing of such inventory; ensure each technician conducts an annual inventory of tools and equipment assigned and submit the required report to the Operations Manager after completing such inventory
- 17) Provide input and information as required for the preparation of the annual department budget and monitor expenditures throughout the fiscal year

REQUIREMENTS

A. Training and Experience:

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

Must possess a valid Florida Class 'D' Drivers' License.

Must possess and maintain a "Florida-Friendly Best Management Practices for Protection of Water Resources by the Green Industries" certification.

B. Knowledge, Abilities and Skills:

Knowledge of the principles and practices of supervision and management.

- Ability to assign and 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.
- Knowledge of the methods, practices and procedures used in grounds maintenance functions.

- Knowledge of plants, grasses, and trees and the requirements of their maintenance.
- Thorough knowledge of various chemical agents; ability to use such in accordance with prescribed safety precautions and directions.
- Knowledge of the tools and equipment used in a grounds maintenance operations.
- Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.
- Ability to operate various automobiles, transport vehicles, e.g., car, utility truck, utility van, trailers, and some light equipment, e.g., forklift, tractor, all-terrain vehicle.
- Ability to understand, follow and provide written and oral instructions; ability to read and write; ability to perform basic arithmetic.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to operate in basic computer programs including Microsoft Word, Outlook, and Excel.
- Ability to prepare and submit various forms of written communication such as: monthly reports, memoranda, objective employee evaluations, equipment specifications, records and various files.
- Ability to make cost estimates for project needs including equipment and materials.
- Ability to plan and schedule work projects and personnel.
- 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 establish and maintain effective working relationships with management; ability to work cooperatively with employees, and the general public.
- Ability to respond to emergency and problem situations in an effective manner;
- Ability to perform manual labor in all weather conditions.

C. Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, working in confined spaces and lifting, moving, or carrying moderately heavy (20-50 pounds) items and occasionally handling very heavy items up to 100 pounds. Ascends or descends ladders, stairs, scaffolding, and ramps. Utilizes feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; Bend body downward and forward by bending spine and legs; Move about on hands and knees or hands and feet; Use hands to finger, handle or feel objects; and to reach with hands and arms.

May involve the frequent use of coordinative and manipulative skills in performing a variety of tasks associated with the skilled and complex operation of equipment calling for adherence to exacting standards of depth, grade, and dimensions,.

D. Environmental Requirements:

While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. May work in temperatures exceeding 95 degrees for extended periods of time.

While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; moving mechanical parts of equipment, tools, and machinery; animals/wildlife;

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, or toxic/poisonous agents.

E. Sensory Requirements:

Task requires color, sound, odor, form and texture perception and discrimination.

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

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.

*Approved pursuant
to Resolution 22-08-13
on 8/21/2013*

- 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.