

RESOLUTION NO. 51-06-17

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO CREATE THE JOB DESCRIPTION FOR THE POSITION OF MARINA MAINTENANCE WORKER I; 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 create the job description for the position of Marina Maintenance Worker I. A copy of the job description for this position and a copy of the amended Town of Lake Park Uniform Classification Plan are attached hereto as Exhibit A and B respectively.

Section 3. This Resolution shall become effective immediately.

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

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>✓</u>	<u> </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>Absent</u>	<u> </u>
COMMISSIONER ERIN FLAHERTY	<u>✓</u>	<u> </u>
COMMISSIONER ANNE LYNCH	<u>✓</u>	<u> </u>
COMMISSIONER ROGER MICHAUD	<u>✓</u>	<u> </u>

The Town Commission thereupon declared the foregoing Resolution NO. 51-06-17 duly passed and adopted this 21 day of June, 2017.

TOWN OF LAKE PARK, FLORIDA


BY: 
MICHAEL O'ROURKE
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

MARINA MAINTENANCE WORKER I

JOP CODE: 805
DEPARTMENT: LAKE PARK HARBOR MARINA

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Marina Director (and/or designee), the Marina Maintenance Worker I performs minor repair work and maintenance related tasks on building, grounds and docks of the Lake Park Harbor Marina (Marina) property and assists in providing clean, safe and pleasant conditions for Marina customers and visitors. Work is reviewed through observation for the achievement of desired results. Performs other 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 descriptive of all job duties. The omission of a job duty or essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment for the Marina Maintenance Worker I position. No electrical work or plumbing work performed by this position.

- Operates golf cart, power tools, hand tools, saws, power washer, line stripping machine and other mechanical and non-mechanical equipment in the maintenance of the Marina.
- Collects and disposes of trash and recycling from containers throughout the Marina property and docks daily.
- Stripes parking lots and boat ramp lot as directed.
- Power washes walkways, drives, boat ramp, docks, walls and other services as directed.
- Cleans restrooms and ensures that proper supplies are available for customers and guests on a regular basis.
- Paints floors, walls and ceiling surfaces of buildings, parking lots, walkways and other structures as directed.
- Cleans windows, floors, walls and other surfaces of the Marina Office, Boat Ramp Office and other structures on the Marina property on a regular basis.

- Cleans debris from Boat Ramps to ensure a non-slick surface as needed.
- Continually observes the Marina property for opportunities to pick up and clean grounds, windows, floor surfaces, wall surfaces and other locations on an as needed basis to ensure clean and safe conditions.
- Assists Dock Attendants or performs unassisted in the maintenance of docks, walkways, fences, doors, buildings, grounds or any features and areas as instructed by the Marina Director.
- Notifies the Marina Director and/or Dock Attendants of potential rule/regulation infractions occurring on the Marina property.
- Performs additional assignments as directed.

REQUIREMENTS:

A: Education and Experience:

High School diploma or three (3) years' experience in general maintenance of building and grounds or an equivalent combination of training and experience. Marina related experience preferred.

B: Knowledge, Skills and Abilities:

- Knowledge of power tools, hand tools, mechanical equipment and non-mechanical equipment used in the performance of a variety of manual maintenance tasks
- Knowledge of occupational safety rules and regulations
- Knowledge of the operation and routine maintenance inspection of equipment
- Knowledge of the proper tools and equipment to be used in each duty
- Ability to operate golf cart, power and hand tools
- Ability to perform general maintenance, repair and cleaning
- Ability to understand oral and written instructions
- Ability to establish and maintain effective working relationships with other employees, customers and guests
- Must be able to swim

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 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 motorized equipment. Must be able to perform strenuous work in all weather conditions, including extreme heat, humidity, wind, rain and cold temperatures.

D: Environmental Requirements:

Tasks may require frequent exposure to adverse environmental conditions.

E: Sensory Requirements:

Tasks may 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 accommodations), 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 OF LAKE PARK
POSITION TITLES, JOB CODES, AND PAY PLAN

JOB CODE	E/NE	POSITION TITLES	MINIMUM FY 2017		MAXIMUM FY 2017	
			PER YEAR	PER HR	PER YEAR	PER HR
Department: Town Manager						
100	E	Town Manager	Contract Employee		Contract Employee	
101	E	Assistant Town Manager	52,977.60	25.47	83,678.40	40.23
102	E	Grants Writer	53,976.00	25.95	83,761.60	40.27
103	NE	Assistant to the Town Manager	39,520.00	19.00	53,185.60	25.57
Department: Information Technology						
104	E	Chief Information Technology Officer	53,976.00	25.95	83,761.60	40.27
General Clerical (non-departmental)						
	NE	Administrative Secretary	28,724.80	13.81	45,136.00	21.70
	NE	Administrative Assistant	31,012.80	14.91	51,563.20	24.79
Department: Town Clerk						
200	E	Town Clerk	53,976.00	25.95	83,761.60	40.27
201	NE	Deputy Town Clerk	36,753.60	17.67	58,011.20	27.89
Department: Human Resources						
300	E	Human Resources Director	53,976.00	25.95	83,761.60	40.27
301	NE	Assistant to the Human Resources Director	39,520.00	19.00	53,185.60	25.57
Department: Community Development						
400	E	Community Development/Planning Director	71,198.40	34.23	109,532.80	52.66
401	E	Planner	39,395.20	18.94	61,380.80	29.51
402	NE	Community Development Technician	31,012.80	14.91	51,563.20	24.79
403	NE	Code Compliance Officer	32,156.80	15.46	54,121.60	26.02
404	NE	Assistant to Community Development Director	39,520.00	19.00	53,185.60	25.57
Department: Finance						
500	E	Finance Director	76,336.00	36.70	123,676.80	59.46
501	E	Assistant Finance Director	69,513.60	33.42	104,644.80	50.31
502	NE	Accountant I	41,932.80	20.16	67,828.80	32.61
503	NE	Accountant II	46,280.00	22.25	73,881.60	35.52
504	NE	Accountant III	50,606.40	24.33	79,913.60	38.42
505	NE	Office Assistant	36,753.60	17.67	58,011.20	27.89

**TOWN OF LAKE PARK
POSITION TITLES, JOB CODES, AND PAY PLAN**

JOB CODE	E/NE	POSITION TITLES	MINIMUM FY 2017		MAXIMUM FY 2017	
			PER YEAR	PER HR	PER YEAR	PER HR
Department: Library						
600	E	Library Director	53,976.00	25.95	83,761.60	40.27
601	NE	Librarian II	40,185.60	19.32	59,300.80	28.51
602	NE	Library Accounting Clerk	28,724.80	13.81	45,136.00	21.70
603	NE	Library Assistant II	31,012.80	14.91	51,563.20	24.79
604	NE	Library Assistant I	24,107.20	11.59	36,088.00	17.35
605	NE	Library Technical Assistant I	28,724.80	13.81	45,136.00	21.70
607	NE	Librarian I	36,753.60	17.67	45,281.60	21.77
608	NE	Children's Services Assistant	19,115.20	9.19	25,459.20	12.24
Department: Public Works						
700	NE	Assistant to the PW Director	40,310.40	19.38	54,246.40	26.08
701	NE	Custodian	** 21,840.00	10.50	33,550.40	16.13
702	NE	Equipment Operator I	** 24,128.00	11.60	36,108.80	17.36
703	NE	Equipment Operator II	** 29,868.80	14.36	51,604.80	24.81
704	NE	Equipment Operator III	** 35,609.60	17.12	54,121.60	26.02
705	NE	Facilities Maintenance Worker I	** 25,604.80	12.31	36,982.40	17.78
706	NE	Facilities Maintenance Worker II	** 31,928.00	15.35	44,179.20	21.24
707	NE	Facilities Maintenance Worker III	** 38,604.80	18.56	58,739.20	28.24
708	NE	Facilities Mechanic I	** 30,326.40	14.58	40,892.80	19.66
709	NE	Facilities Mechanic II	** 34,673.60	16.67	48,193.60	23.17
710	NE	Foreman General Infrastructure	** 44,512.00	21.40	71,156.80	34.21
711	NE	Grounds Maintenance Crew Leader	** 31,262.40	15.03	49,233.60	23.67
712	NE	Grounds Maintenance Foreman	** 37,044.80	17.81	59,612.80	28.66
713	NE	Irrigation Technician I	** 29,036.80	13.96	43,721.60	21.02
714	NE	Irrigation Technician II	** 33,862.40	16.28	47,028.80	22.61
715	NE	Maintenance Worker I	** 21,840.00	10.50	33,550.40	16.13
716	NE	Maintenance Worker II	** 24,523.20	11.79	37,398.40	17.98
717	NE	Maintenance Worker III	** 31,678.40	15.23	49,649.60	23.87
718	NE	Mechanic I	** 26,936.00	12.95	41,267.20	19.84
719	NE	Mechanic II	** 32,156.80	15.46	54,267.20	26.09
720	E	Operations Manager	45,905.60	22.07	70,907.20	34.09
721	NE	Operations Technician I	** 31,470.40	15.13	45,905.60	22.07
722	E	Project Manager	70,740.80	34.01	93,350.40	44.88
723	E	Public Works Director	71,198.40	34.23	109,532.80	52.66
724	NE	Sanitation Foreman	** 38,750.40	18.63	61,963.20	29.79
725	NE	Storm Water Technician I	** 31,678.40	15.23	49,649.60	23.87
726	NE	Storm Water Technician II	** 35,609.60	17.12	54,121.60	26.02
727	NE	Traffic Maintenance Technician I	** 29,036.80	13.96	38,459.20	18.49
728	NE	Traffic Maintenance Technician II	** 32,385.60	15.57	42,577.60	20.47
729	NE	Vehicle Maintenance Foreman	** 39,062.40	18.78	62,025.60	29.82

**TOWN OF LAKE PARK
POSITION TITLES, JOB CODES, AND PAY PLAN**

JOB CODE	E/NE	POSITION TITLES	MINIMUM FY 2017		MAXIMUM FY 2017	
			PER YEAR	PER HR	PER YEAR	PER HR
Department: Marina						
800	E	Marina Director	76,377.60	36.72	106,974.40	51.43
801	E	Dock Master	35,609.60	17.12	58,011.20	27.89
802	NE	Assistant Dock Master	23,628.80	11.36	34,361.60	16.52
803	NE	Ship's Store Clerk	23,628.80	11.36	34,361.60	16.52
804	NE	Dock Attendant	** 31,824.00	15.30	43,284.80	20.81
805	NE	Marina Maintenance Worker I		10.50		16.13
Department: Special Events						
900	E	Special Events Director	53,976.00	25.95	83,761.60	40.27
901	NE	Camp Counselor (Seasonal)	17,409.60	8.37	25,459.20	12.24
902	NE	Recreation Bus Driver	17,409.60	8.37	25,459.20	12.24
906	E	Recreation Supervisor	36,753.60	17.67	58,011.20	27.89
904	NE	Special Events Coordinator	31,824.00	15.30	31,824.00	15.30

E = Exempt Position
 NE = Non-exempt Position
 ** = Bargaining Unit Position

DOCK ATTENDANT

JOB CODE: 610
DEPARTMENT: MARINA

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Dock Master and/or Harbor Marina Director, performs required marina related work in the operation of the Lake Park Harbor Marina. Performs minor repair work and maintenance related tasks on Marina property, assists in providing safe and pleasant conditions for Marina visitors, and ensures that dockage and boat ramp fees are collected and accounted for on a daily basis. Work is reviewed through observation for the achievement of desired results. Performs other work as requested. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Dock Attendant position.

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

*Approved on
10/3/2012 pursuant
to Resolution 30-10-12*

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

REQUIREMENTS:

A. Education and Experience

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

B. Knowledge, Skills and Abilities

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

PHYSICAL REQUIREMENTS:

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

ENVIRONMENTAL REQUIREMENTS:

Tasks may require frequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

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

BLOODBORNE PATHPGENS:

Category II-Moderate to Minimal Risk Exposure

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