

RESOLUTION NO. 34-06-18

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN OF LAKE PARK POSITION TITLES, JOB CODES AND PAY PLAN TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF MARINA MAINTENANCE WORKER I; PROVIDING FOR THE PUBLICATION OF AN UPDATED POSITION TITLES, JOB CODES AND PAY PLAN; 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 Position Titles, Job Codes and Pay Plan 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 Town of Lake Park Position Titles, Job Codes and Pay Plan is amended to revise the current job description for the Marina Maintenance Worker I position to the job description for a Marina Maintenance Worker II position. A copy of the revised Marina Maintenance Worker I job description and a copy of the amended Town of Lake Park Position Titles, Job Codes and Pay 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 Michaud 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> / </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. 34-06-18 duly passed and adopted this 6 day of June, 2018.

TOWN OF LAKE PARK, FLORIDA

BY: 
MICHAEL O'ROURKE
MAYOR

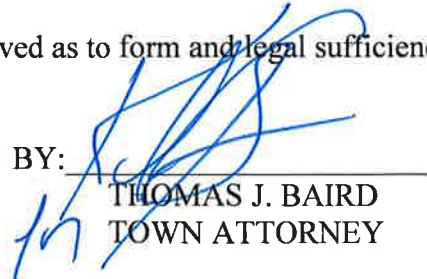
ATTEST:



VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

MARINA MAINTENANCE WORKER II

JOP CODE: 805
DEPARTMENT: LAKE PARK HARBOR MARINA

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Marina Director (~~and/or~~ designee Dockmaster), the Marina Maintenance Worker II 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 II position. No electrical work or plumbing work performed by this position.

- Orders materials and supplies required to complete work orders for assigned work
- Maintains records of materials/supplies utilized and work hours
- Inspects materials and equipment prior to commencing work orders to ensure proper operating and safety conditions
- Ensures proper safety/traffic control conditions per work site
- Oversees and participates in a variety of service duties according to area of assignment, e.g., clearing debris, disposing of rubbish and concrete, clearing walkways, preparing facilities for special events
- Oversees and participates in a variety of maintenance duties according to area of assignment, e.g., painting interior and exterior of facilities and equipment, repairing equipment, maintaining athletic fields and facilities, addressing road and safety hazards, maintaining facilities and equipment at Marina
- Participates in locating and relocating equipment for special events and activities at the Marina

- 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 and repairs public Marina facilities including restrooms and docks, 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 in performing or performs unassisted in the maintenance of docks, walkways, fences, doors, buildings, grounds or any features and areas as instructed by the Marina Director or Dockmaster
- Notifies the Marina Director or Dockmaster and/or Dock Attendants of potential rule/regulation infractions occurring on the Marina property
- Responds to emergency call-ins for hurricanes and other critical events
- 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 COD	E/NE	POSITION TITLES	MINIMUM FY 2018		MAXIMUM FY 2018	
			PER YEAR	PER HR	PER YEAR	PER HR
Department: Town Manager						
100	E	Town Manager	Contract Employee		Contract Employee	
101	E	Assistant Town Manager	55,119.17	25.98	85,342.40	41.03
102	E	Grants Writer	56,158.75	26.47	85,446.40	41.08
103	NE	Assistant to the Town Manager	40,310.40	19.38	54,246.40	26.08
Department: Information Technology						
104	E	Chief Information Technology Officer	55,057.60	26.47	85,446.40	41.08
General Clerical (non-departmental)						
	NE	Administrative Secretary	29,307.20	14.09	46,030.40	22.13
	NE	Administrative Assistant	31,636.80	15.21	52,603.20	25.29
Department: Town Clerk						
200	E	Town Clerk	55,057.60	26.47	85,446.40	41.08
201	NE	Deputy Town Clerk	37,481.60	18.02	59,176.00	28.45
Department: Human Resources						
300	E	Assistant Town Manager / Human Resources Director	76,960.00	37.00	124,446.40	59.83
301	NE	Assistant to the Human Resources Director	40,310.40	19.38	54,246.40	26.08
Department: Community Development						
400	E	Community Development Director	72,612.80	34.91	111,716.80	53.71
401	E	Planner	40,185.60	19.32	62,608.00	30.10
402	NE	Community Development Technician	31,636.80	15.21	52,603.20	25.29
403	NE	Code Compliance Officer	32,801.60	15.77	55,203.20	26.54
404	NE	Assistant to Community Development Director	40,310.40	19.38	54,246.40	26.08
Department: Finance						
500	E	Finance Director	77,854.40	37.43	126,152.00	60.65
501	E	Assistant Finance Director	70,907.20	34.09	106,745.60	51.32
506	E	Chief Accountant	67,080.00	32.25	98,426.00	47.32
502	NE	Accountant I	42,764.80	20.56	69,180.80	33.26
503	NE	Accountant II	47,216.00	22.70	75,358.40	36.23
504	NE	Accountant III	51,625.60	24.82	81,515.20	39.19
505	NE	Office Assistant	37,481.60	18.02	59,176.00	28.45
Department: Library						
600	E	Library Director	55,057.60	26.47	85,446.40	41.08
601	NE	Librarian II	40,996.80	19.71	60,486.40	29.08
602	NE	Library Accounting Clerk	29,307.20	14.09	46,030.40	22.13
603	NE	Library Assistant II	31,636.80	15.21	52,603.20	25.29
604	NE	Library Assistant I	24,585.60	11.82	36,816.00	17.70
605	NE	Library Technical Assistant I	29,307.20	14.09	46,030.40	22.13
607	NE	Librarian I	37,481.60	18.02	46,196.80	22.21
608	NE	Children's Services Assistant	19,489.60	9.37	25,958.40	12.48

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

JOB COD	E/NE	POSITION TITLES	MINIMUM FY 2018		MAXIMUM FY 2018	
			PER YEAR	PER HR	PER YEAR	PER HR
Department: Public Works						
700	NE	Assistant to the PW Director	41,121.60	19.77	55,328.00	26.60
701	NE	Custodian	** 22,276.80	10.71	34,216.00	16.45
702	NE	Equipment Operator I	** 24,606.40	11.83	36,836.80	17.71
703	NE	Equipment Operator II	** 30,472.00	14.65	52,644.80	25.31
704	NE	Equipment Operator III	** 36,316.80	17.46	55,203.20	26.54
705	NE	Facilities Maintenance Worker I	** 26,124.80	12.56	37,731.20	18.14
706	NE	Facilities Maintenance Worker II	** 32,572.80	15.66	45,052.80	21.66
707	NE	Facilities Maintenance Worker III	** 39,374.40	18.93	59,904.00	28.80
708	NE	Facilities Mechanic I	** 30,929.60	14.87	41,704.00	20.05
709	NE	Facilities Mechanic II	** 35,360.00	17.00	49,150.40	23.63
710	NE	Foreman General Infrastructure	** 45,406.40	21.83	72,571.20	34.89
711	NE	Grounds Maintenance Crew Leader	** 31,886.40	15.33	50,211.20	24.14
712	NE	Grounds Maintenance Foreman	** 37,793.60	18.17	60,798.40	29.23
713	NE	Irrigation Technician I	** 29,619.20	14.24	44,595.20	21.44
714	NE	Irrigation Technician II	** 34,548.80	16.61	47,964.80	23.06
715	NE	Maintenance Worker I	** 22,276.80	10.71	34,216.00	16.45
716	NE	Maintenance Worker II	** 25,022.40	12.03	38,147.20	18.34
717	NE	Maintenance Worker III	** 32,302.40	15.53	50,648.00	24.35
718	NE	Mechanic I	** 27,476.80	13.21	42,099.20	20.24
719	NE	Mechanic II	** 32,801.60	15.77	55,348.80	26.61
720	E	Operations Manager	46,820.80	22.51	72,321.60	34.77
721	NE	Operations Technician I	** 32,094.40	15.43	46,820.80	22.51
722	E	Project Manager	72,155.20	34.69	95,222.40	45.78
723	E	Public Works Director	72,612.80	34.91	111,716.80	53.71
724	NE	Sanitation Foreman	** 39,520.00	19.00	63,211.20	30.39
725	NE	Storm Water Technician I	** 32,302.40	15.53	50,648.00	24.35
726	NE	Storm Water Technician II	** 36,316.80	17.46	55,203.20	26.54
727	NE	Traffic Maintenance Technician I	** 29,619.20	14.24	39,228.80	18.86
728	NE	Traffic Maintenance Technician II	** 33,030.40	15.88	43,430.40	20.88
729	NE	Vehicle Maintenance Foreman	** 39,852.80	19.16	63,273.60	30.42
Department: Marina						
800	E	Marina Director	77,896.00	37.45	109,116.80	52.46
801	E	Dock Master	36,316.80	17.46	59,176.00	28.45
802	NE	Assistant Dock Master	24,107.20	11.59	35,048.00	16.85
803	NE	Ship's Store Clerk	24,107.20	11.59	35,048.00	16.85
804	NE	Dock Attendant	** 32,468.80	15.61	44,158.40	21.23
805	NE	Marina Maintenance Worker II	25,022.40	12.03	38,147.20	18.34
Department: Special Events						
900	E	Special Events Director	55,057.60	26.47	85,446.40	41.08
901	NE	Camp Counselor (Seasonal)	17,763.20	8.54	25,958.40	12.48
902	NE	Recreation Bus Driver	17,763.20	8.54	25,958.40	12.48
906	E	Recreation Supervisor	37,481.60	18.02	59,176.00	28.45
904	NE	Special Events Coordinator	32,468.80	15.61	32,468.80	15.61

E = Exempt Position
NE = Non-exempt Position

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POSITION TITLES, JOB CODES, AND PAY PLAN**

JOB COD	E/NE	POSITION TITLES	MINIMUM FY 2018		MAXIMUM FY 2018	
			PER YEAR	PER HR	PER YEAR	PER HR
			** = Bargaining Unit Position			

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