

RESOLUTION NO. 10-05-13

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 CAMP COUNSELOR AND RECREATION BUS DRIVER; 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 Camp Counselor and Recreation Bus Driver. Copies of the revised job descriptions are attached hereto as Exhibits A and B respectively.

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

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. 10-05-13 duly passed and adopted this 15 day of May, 2013.

TOWN OF LAKE PARK, FLORIDA

BY: 
JAMES DUBOIS
MAYOR

ATTEST:


VIVIAN MENDEZ
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

CAMP COUNSELOR

JOP CODE: 181
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for leading, directing and assisting youth enrolled in summer camp group activities, educational programs, arts and crafts, team sports, off- site field trips **including beach, pool, water park and splash pad activies**, games and special events. Serves as a positive role model for campers and ensures a safe, diverse and fun environment for youth in a day camp setting. 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 Camp Counselor position.

- Assist Recreation Department staff in the supervision of campers during all summer camp activities pursuant to the summer camp counselor guidelines.
- Assist Recreation Department staff in enforcing summer camp safety rules and carrying out established procedures for ensuring the health and safety of summer camp participants
- Guide individual campers in participating successfully in all aspects of summer camp activities
- Assume responsibility for coordinating workshops, hikes or other special activities as assigned
- Assist Recreation Department staff in leading activities as assigned
- Assist in maintaining good public relations with campers' parents or guardians
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED or be enrolled in an accredited high school or GED program. One year of experience as a recreation volunteer preferred. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp. **Must be able to swim and** be able to work a varied work schedule, including some weekends and holidays, during the period of June 1st through August 1st of each year.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – 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.

RECREATION BUS DRIVER

JOB CODE: 182
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for driving the Town bus during summer camp and Town sponsored events and bus trips. 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 Recreation Bus Driver position.

- Operate the Town bus during the Town of Lake Park summer camp program, for Town sponsored events and bus trips
- Will adhere to the summer camp counselor guidelines when working with summer camp children
- Check the operating condition of the Town bus before commencing on each trip
- Immediately report any defects to the Recreation Director
- Ensure that transported children observe all regulations prescribed by the Town of Lake Park and the State of Florida
- Maintain orderly conduct on the bus and ensure that children adhere to safety practices and procedures
- Keep the interior of the bus clean and neat
- Serve as a positive role model and refrain from using harsh or derogatory language when speaking to children and adults
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED, plus valid Florida CDL Class C Drivers License. Must present a certified driving record acceptable to the Town. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp, and be able to work a varied work schedule, including some weekends and holidays.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight, and the operation of vehicles or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

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CAMP COUNSELOR

CLASSIFICATION CODE: 181
PAY GRADE:
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for leading, directing and assisting youth enrolled in summer camp group activities, educational programs, arts and crafts, team sports, off site field trips, games and special events. Serves as a positive role model for campers and ensures a safe, diverse and fun environment for youth in a day camp setting. 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 Camp Counselor position.

- Assist Recreation Department staff in the supervision of campers during all summer camp activities
- Assist Recreation Department staff in enforcing summer camp safety rules and carrying out established procedures for ensuring the health and safety of summer camp participants
- Guide individual campers in participating successfully in all aspects of summer camp activities
- Assume responsibility for coordinating workshops, hikes or other special activities as assigned
- Assist Recreation Department staff in leading activities as assigned
- Assist in maintaining good public relations with campers' parents or guardians
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED or be enrolled in an accredited high school or GED program. One year of experience as a recreation volunteer preferred. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp. Must be able to work a varied work schedule, including some weekends and holidays, during the period of June 1st through August 1st of each year.

*Approved on 5/21/08
permanently to
Resolution 28-05-08*

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category II – Moderate to Minimal Risk Exposure.

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RECREATION BUS DRIVER

CLASSIFICATION CODE: 182
PAY GRADE:
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for driving the Town bus during summer camp and Town sponsored events and bus trips. 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 Recreation Bus Driver position.

- Operate the Town bus during the Town of Lake Park summer camp program, for Town sponsored events and bus trips
- Check the operating condition of the Town bus before commencing on each trip
- Immediately report any defects to the Recreation Director
- Ensure that transported children observe all regulations prescribed by the Town of Lake Park and the State of Florida
- Maintain orderly conduct on the bus and ensure that children adhere to safety practices and procedures
- Keep the interior of the bus clean and neat
- Serve as a positive role model and refrain from using harsh or derogatory language when speaking to children and adults
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED, plus valid Florida CDL Class C Drivers License. Must present a certified driving record acceptable to the Town. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer

*Approved on
5/21/08 Pursuant
to Resolution 29-05-08*

camp, and be able to work a varied work schedule, including some weekends and holidays.

PHYSICAL REQUIREMENTS:

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