

**RESOLUTION NO. 48-09-06**

**A RESOLUTION OF THE TOWN COMMISSION OF LAKE PARK, FLORIDA, APPROVING THE NEW CLASSIFICATION AND PAY PLAN FOR THE LAKE PARK PUBLIC WORKS DEPARTMENT; 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 Town Commission of the Town of Lake Park has previously approved salary ranges for certain classifications of the Lake Park Public Works Department; and

**WHEREAS**, in 2006 Town Staff conducted a comprehensive classification survey of the salary ranges paid and job descriptions of other local municipals within the State of Florida that are comparable in size and budget to the Town of Lake Park and which operate municipal Public Works Departments for various Public Works classifications; and

**WHEREAS**, as a result of this classification survey, Town Staff has recommended to the Town Commission that the classification and pay plan for the Lake Park Public Works Department be adjusted as set forth on the attached Exhibit "A"; and

**WHEREAS**, the Town Commission has reviewed the recommendation of Town Staff and has determined that it is in the best interest and general welfare of the Town of Lake Park and its residents to revise certain job descriptions to make them consistent with comparable positions in other municipalities in terms of knowledge, skills and abilities, and to add certain new positions; and

**WHEREAS**, the Classification and Pay Plan for 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 classifications 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, FLORIDA:**

**Section 1:** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The classification and pay plan for the Lake Park Public Works Department as set forth on Exhibit "A" attached hereto and made a part hereof is hereby approved.

**Section 3.** The Classification and Pay Plan pertaining to the classifications in the Lake Park Public Works Department is revised to provide as follows:

Add the new positions of Maintenance Worker III and Equipment Operator III to the current positions of Maintenance Worker I and II and Equipment Operator I and II in the Streets and Roads Division and the Sanitation Divisions respectively;

Eliminate the Maintenance Craftsman I position title and add the new positions of Facilities Maintenance Worker I, Facilities Maintenance Worker II, Facilities Maintenance Worker III, Facilities Mechanic I and Facilities Mechanic II in the Facilities and Streets and Roads Divisions respectively; and

Reclassify the Maintenance Worker II position in the Streets and Roads Division to a Traffic Maintenance Technician I position and include the new position of Traffic Maintenance Technician II; and

Expand the Grounds Division to include the new positions of Irrigation Technician I and Irrigation Technician II; and

Add the new position of Assistant to the Public Works Director.

**Section 4.** This Resolution shall take effect upon adoption.

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

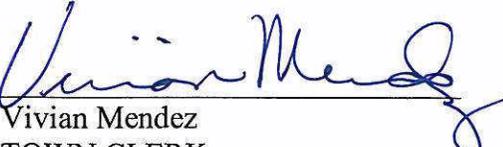
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	___
VICE-MAYOR ED DALY	<u>X</u>	___
COMMISSIONER CHUCK BALIUS	<u>X</u>	___
COMMISSIONER JEFF CAREY	<u>X</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 48-09-06 duly passed and adopted this 4 day of October, 2006.

TOWN OF LAKE PARK, FLORIDA

BY:   
PAUL W. CASTRO  
MAYOR

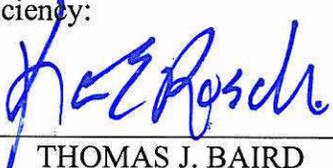
ATTEST:

  
Vivian Mendez  
TOWN CLERK



FLORIDA

Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY

	A	B	C	D	E	F	G	H
1							<b>EXHIBIT A</b>	
2	<b>Position Title</b>	<b>Reclassification</b>	<b>Current Salary Range</b>		<b>Current salary</b>		<b>New Salary Range</b>	
3			(FY 2006)					
4	<b>SANITATION</b>							
5	Foremen		\$28,560 - \$44,100		\$42,807.29			
6	Equip Oper I		\$21,420 - \$29,400		Not Filled			
7	Equip Oper II		\$26,520 - \$42,000		\$31,881.24			
8	Equip Oper II		\$26,520 - \$42,000		\$32,084.00			
9	Equip Oper II		\$26,520 - \$42,000		\$35,541.37			
10	Equip Oper II		\$26,520 - \$42,000		\$33,562.88			
11	Equip Oper II		\$26,520 - \$42,000		\$26,520.00			
12	Equip Oper II		\$26,520 - \$42,000		\$33,561.59			
13	Equip Oper II		\$26,520 - \$42,000		\$27,040.00			
14	New Position	Equip Oper III	N/A				\$32,240 - \$46,259.20	
15								
16	<b>COMMERCIAL SANITATION DIVISION</b>							
17	Foreman		\$28,560 - \$44,100		\$36,581.48			
18								
19	<b>GROUNDS DIVISION</b>							
20	Foreman		\$28,560 - \$44,100		Not Filled			
21	Crew Leader		\$24,480 - \$36,750		\$35,492.24			
22	Crew Leader		\$24,480 - \$36,750		\$32,560.00			
23	Maint Worker I		\$19,380 - \$27,300		Not Filled			
24	Maint Worker II		\$21,420 - \$29,400		\$21,428.16			
25	Maint Worker II		\$21,420 - \$29,400		\$29,131.68			
26	Maint Worker II		\$21,420 - \$29,400		\$22,144.53			
27	Maint Worker II		\$21,420 - \$29,400		\$29,400.80			
28	New Position	Irrigation Tech I	N/A				\$26,312 - \$34,216	
29	New Position	Irrigation Tech II	N/A				\$30,680 - \$37,232	
30								
31	<b>FACILITIES DIVISION</b>							
32	New Position	Facilities Maint Worker I	N/A				\$23,192 - \$31,616	
33	New Position	Facilities Maint Worker II	N/A				\$28,912 - \$37,752	
34	Craftsman I	Facilities Maint Worker III	\$25,500 - \$35,700		\$34,903.00		\$34,320 - \$46,504	
35	New Position	Facilities Mechanic I	N/A				\$27,456 - \$34,944	
36	Craftsman I	Facilities Mechanic II	\$25,500 - \$35,700		\$33,891.52		\$31,408 - \$41,184	
37								
38	<b>STREETS AND ROADS DIVISION</b>							
39	Foreman		\$28,560 - \$44,100		\$42,318.82			
40	Craftsman I	Maint Worker III	\$25,500 - \$35,700		\$34,688.16		\$28,704 - \$42,432	
41	Maint Worker II	Traffic Maint Tech I	\$21,420 - \$29,400		\$21,419.84		\$26,312 - \$32,864	
42	New Position	Traffic Maint Tech II	N/A				\$29,328 - \$36,400	
43								
44	<b>PUBLIC WORKS ADMINISTRATION</b>							
45	New Position	Asst to the PW Director	N/A				\$37,250 - \$46,400	
46		This would replace the current Administrative Assistant position in the PW Dept. which is presently filled.						
47	<b>GARAGE</b>							
48	Foremen			\$31,620 - \$44,100		\$42,823.04		
49	Mechanic I		\$23,460 - \$33,600		Not Filled			
50	Mechanic II		\$28,560 - \$40,950		\$33,000.00			

## EQUIPMENT OPERATOR III

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

### **CHARACTERISTICS OF THE CLASS:**

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

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

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

## **EQUIPMENT OPERATOR III**

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

### **CHARACTERISTICS OF THE CLASS:**

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

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

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

## **EQUIPMENT OPERATOR III (page 2)**

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

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

### **PHYSICAL REQUIREMENTS:**

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

### **ENVIROMENTAL REQUIRMENTS:**

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

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

# IRRIGATION TECHNICIAN I

**CLASSIFICATION CODE:** 557  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

## **CHARACTERISTICS OF THE CLASS:**

Under the general supervision of the Public Works director and the grounds foreman, responsible for performing entry level work in the installation, maintenance and repair of automated irrigation systems and related components. Employees in this classification perform preventive as well as reactionary tasks to ensure uninterrupted cycles and water flow. Employee may perform tasks individually or as part of a team, depending on the nature of the assigned project and work order. Employee will take directions and specific guidance from an Irrigation Technician II or assigned grounds foreman on all actions and work orders. Position is on call in the event of emergencies or critical incidents. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Performs entry level maintenance , installation and repair tasks on a variety of irrigation, mechanical, and electronic system components, e.g. pumps, drive motors, check valves, hydraulics, electronic zone controllers, coils, timers, solenoids
2. Performs routine maintenance, installation, and repair tasks on a variety of related irrigation components, e.g. sprinkler heads, piping systems , earth excavation
3. Refers to a variety of documentation and materials for instruction and troubleshooting systems. e.g. blueprints, schematics, and repair manuals
4. Works with related tradespersons in the installation and modification of irrigation systems within the Town.
5. Monitors and performs adjustments on all the Towns systems as needed to ensure proper turf and landscaping control.

## IRRIGATION TECHNICIAN I (page 2)

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required, supplemented by one (1) year of vocational training or related work experience in the installation, troubleshooting, and repair of irrigation systems. Must also have some experience with in the electronic control and mechanical pump aspects of the work. Valid Florida Drivers License or Class D license required.

### **PHYSICAL REQUIREMENTS:**

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

### **ENVIROMENTAL REQUIREMENTS:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, machinery, electric currents, animals/wildlife, toxic/poisonous agents.

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## IRRIGATION TECHNICIAN II

**CLASSIFICATION CODE:** 558  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

### **CHARACTERISTICS OF THE CLASS:**

Under the general supervision of the Public Works Department Director, responsible for performing journey level skilled work in the installation, maintenance and repair of automated irrigation systems and related components. Employees in this classification perform preventive as well as reactionary tasks to ensure uninterrupted cycles and water flow. Employee may perform tasks individually or as part of a team, depending on the nature of the assigned project work order. Position is on call in the event of emergencies or critical incidents. Performs related duties as assigned when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Performs journey level maintenance, installation and repair tasks on a variety of irrigation mechanical and electronic system components, e.g., pumps, drive motors, check valves, hydraulics, electronic zone controllers, coils, timers, solenoids.
- Performs maintenance, installation and repair tasks on a variety of related irrigation components, e.g., sprinkler heads, piping systems, earth excavation.
- Maintains work records regarding observations and solutions, e.g., malfunctioning equipment, materials used, vendor supply acquisitions.
- Refers to a variety of documentation and materials for instruction and in troubleshooting systems, e.g., blueprints, schematics, installation/repair manuals.
- Adjusts, repairs and replaces all components associated with decorative fountains.
- Adjusts, repairs and replaces all lighting systems located at decorative walls.
- Works with related tradespersons in the installation and modification of irrigation systems of various sizes and differing complexity.
- Monitors systems daily and performs adjustments as needed to ensure proper turf control.

### **REQUIREMENTS:**

#### **1. Knowledge, Skills and Abilities:**

High School Diploma or GED required, supplemented by three (3) years of vocational training or work experience in troubleshooting, installation and repair of irrigation systems, demonstrable skills in the pump mechanical and electronic controls aspects of the work; or an equivalent combination of education, training and/or experience. Valid Florida Class D driver's license required.

2. **Physical Requirements:**

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

3. **Environmental Requirements:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, machinery, electric currents, animals/wildlife, toxic/poisonous agents.

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# FACILITIES MAINTENANCE WORKER I

**CLASSIFICATION CODE:** 535  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

## **CHARACTERISTICS OF THE CLASS:**

Performs entry level to semi-skilled building and facilities maintenance work involving application of a variety of trades skills. According to work assignments, employees in this classification apply trades skills in rough and finish carpentry, painting, masonry, roofing, plumbing and fabrication. Employees perform essential functions as outlined herein according to acquired skills, knowledge and abilities in the various trade disciplines. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Performs entry level to semi-skilled work in application of various trades occupations, e.g. carpentry, painting, masonry, roofing, plumbing, fabrication.
2. Performs various building/facilities security and maintenance tasks, e.g., doors, locks, windows, awnings, screens, glass, mirrors.
3. Performs various building/facilities replacement and installation, e.g., plumbing fixtures and drainage systems, ceiling and roof tiles.
4. Applies trades skills to new construction projects, e.g., tile installation, drywall hanging/finishing, painting walls and fixtures.
5. Maintains various records regarding assigned tasks, e.g., work orders, time sheets, materials required/used, purchase requisitions.
6. Works independently or as part of a team project effort, depending on area of assignment.
7. Ensures adherence to safety and accident prevention standards and regulatory guidelines.
8. Performs metal fabrication tasks, e.g., welding, brazing, cutting.
9. Responds to emergency call-ins for hurricanes or other critical events.

## FACILITY MAINTENANCE WORKER I (page 2)

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED and valid Florida Driver's License required supplemented by one year previous vocational training or work experience in one or more of the construction or trades fields; or an equivalent combination of training, education and experience.

### **PHYSICAL REQUIRMENTS:**

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

### **ENVIROMENTAL REQUIRMENTS:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dust, odors, wetness, humidity, machinery, electric currents, vibrations, or toxic/poisonous agents.

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

## FACILITIES MAINTENANCE WORKER II

**CLASSIFICATION CODE:** 536  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

### **CHARACTERISTICS OF THE CLASS:**

Performs journey level medium skilled building and facilities maintenance work involving application of a variety of trades skills. According to work assignments, employees in this classification apply trades skills in rough and finish carpentry, painting, masonry, roofing, hardware installation, and flooring. Employees perform essential functions as outlined herein according to acquired skills, knowledge and abilities in the various trade disciplines. Employees in this classification function in an independent capacity, as directed, with minimal supervision, and sometimes may act in a lead position with other members of the Public Works Division. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Performs journey level medium skilled work in application of various trades occupation, e.g. carpentry, painting, masonry, roofing, fabrication, hardware installation, flooring
2. Functions in an independent capacity, as directed, in overseeing project coordination, the work product, tasks of lesser skilled staff, and in ensuring adherence to established deadlines.
3. Performs various building/facility security and maintenance tasks, e.g. doors, locks, windows, screens, glass, mirrors
4. Applies trade skills to new construction projects, e.g., tile installation, drywall hanging, painting walls and fixtures, ceiling and roof tiles
5. Assists in maintaining records regarding assigned tasks such as work orders, materials orders and purchase requisitions as directed.
6. Works independently or as part of a team project effort, depending on area of assignment.
7. Ensures adherence to safety and accident prevention standards and regulatory guidelines.
8. Performs metal fabrication tasks, e.g. welding, brazing, cutting.
9. Responds to emergency call-ins for all town critical events

## FACILITIES MAINTENANCE WORKER II (page 2)

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required supplemented by three years of previous vocational training and/or work experience in two or more of the construction or trade fields, or an equivalent combination of training, education, and experience. Must possess a valid Florida Drivers CDL License class "C" or higher.

### **PHYSICAL REQUIREMENTS:**

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

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dust, odors, wetness, humidity, machinery, vibrations, or toxic/poisonous agents.

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## FACILITIES MAINTENANCE WORKER III

**CLASSIFICATION CODE:** 537  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

### **CHARACTERISTICS OF THE CLASS:**

Performs journey level highly skilled building and facilities maintenance work involving application of a variety of trades skills. According to work assignments, employees in this classification apply trades skills in rough and finish carpentry, painting, masonry, roofing, hardware installation, and flooring. Employees perform essential functions as outlined herein according to acquired skills, knowledge and abilities in the various trade disciplines. Employees in this classification function in a lead capacity, as directed, in overseeing the work product and project coordination task of lesser skilled staff. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Performs journey level highly skilled work in application of various trades occupation, e.g. carpentry, painting, masonry, roofing, fabrication, hardware installation, flooring
2. Functions in a lead capacity, as directed, in overseeing project coordination, the work product, tasks of lesser skilled staff, and in ensuring adherence to established deadlines.
3. Performs various building/facility security and maintenance tasks, e.g. doors, locks, windows, screens, glass, mirrors
4. Applies trade skills to new construction projects, e.g., tile installation, drywall hanging, painting walls and fixtures, ceiling and roof tiles
5. Maintains various records regarding assigned tasks such as work orders, materials orders and purchase requisitions.
6. Works independently or as part of a team project effort, depending on area of assignment.
7. Ensures adherence to safety and accident prevention standards and regulatory guidelines.
8. Performs metal fabrication tasks, e.g. welding, brazing, cutting.
9. Responds to emergency call-ins for all town critical events

## **FACILITIES MAINTENANCE WORKER III (page 2)**

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required. Valid Florida CDL driver's license with Class B endorsement or higher is required, plus three years previous vocational training and/or work experience in the safe and effective operation of a wide variety of medium to heavy sanitation, excavation, maintenance, and construction equipment, or an equivalent combination of education, training, or experience

### **PHYSICAL REQUIREMENTS:**

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

### **ENVIROMENTAL REQUIREMENTS:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dust, odors, wetness, humidity, machinery, vibrations, or toxic/poisonous agents.

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# FACILITIES MECHANIC I

**CLASSIFICATION CODE:** 531  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

## CHARACTERISTICS OF THE CLASS:

Under the general supervision, under the Facilities Mechanic II performs moderately skilled preventive maintenance and repair tasks with emphasis on systems within the department that require technical skills. Assist in troubleshooting and diagnostics for other trade disciplines, e.g., air conditioning systems, mechanics, irrigation. Functions with the support of the Facilities Mechanic II in troubleshooting, and maintenance and repair tasks of street lighting and parking lot lighting fixtures and other systems related work, such as generators. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

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

1. Assists in Testing and maintenance of all generators of facilities according to manufacturer standards.
2. Performs regular inspection of facilities, systems and equipment and arranges necessary repairs to ensure proper operation and safety.
3. Keeps accurate records on repairs and the condition of all equipment, materials and supplies.
4. Provides initial response to calls for service or malfunctions, accesses maintenance needs and takes corrective action or routes work orders to appropriate maintenance teams; responds to other systems related calls and ensure contractor response.
5. Assist in the repairs and maintenance of lighting systems both street and parking, including welding, brazing and fabricating components as needed.
6. Assist in the repairs of motors. as needed, and keeps inventory of parts and materials.
7. Assists in the inspection and testing tasks as part of a regular preventive maintenance program and to ensure safe and proper operating conditions.
8. Assists in the locating and coordination of materials and purchase requisitions for replacement equipment, items and parts; provides budgetary input regarding equipment and parts inventories.
9. Adheres to principles of economical allocation of available department funds.
10. Responds to emergency call-ins for hurricanes or other critical events.
11. Performs all duties in conformance to appropriate safety and security standards.

## Facilities Mechanic I (page 2)

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required, supplemented by one to three years journey level experience in commercial facilities troubleshooting, maintenance and repair; or an equivalent combination of education, training, and experience. Experience should demonstrate broad knowledge of diagnostics and troubleshooting techniques as applied to other trade disciplines, e.g., electrical, mechanical, HVAC, irrigation. Valid Florida driver's license required.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the regular and, at times, sustained performance of highly physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that involves the lifting, carrying, pushing, and/or pulling of heavy objects and materials (greater than 50 pounds). Requires periodic lifting, carrying, pushing, and/or pulling of very heavy objects (greater than 100 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

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

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

## FACILITIES MECHANIC II

**CLASSIFICATION CODE:** 532  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

### **CHARACTERISTICS OF THE CLASS:**

Performs moderately complex to highly skilled preventive maintenance and repair tasks with emphasis on systems within the department that require technical skills in troubleshooting and diagnosis for other trade disciplines, e.g., air conditioning systems, mechanics, irrigation. Functions in a lead worker capacity and provide technical training and guidance to other workers when leading in a project oriented system and including troubleshooting, maintenance and repair tasks of street lighting and parking lot lighting fixtures and other systems related work, such as generators. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Functions as lead worker in providing technical training and guidance in the more complex aspects of the work.
2. Tests and maintains or oversees contract on all generators of facilities according to manufacturer standards.
3. Performs regular inspection of facilities, systems and equipment and arranges necessary repairs to ensure proper operation and safety.
4. Keeps accurate records on repairs and the condition of all equipment, materials and supplies.
5. Provides initial response to calls for service or malfunctions, accesses maintenance needs and takes corrective action or routes work orders to appropriate maintenance teams; responds to other systems related calls and ensure contractor response.
6. Coordinates electrical and plumbing repairs at all facilities; and or coordinates and oversees sub contracts for repairs.
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
8. Repairs and maintains lighting systems both street and parking, including welding, brazing and fabricating components as he may see fit.
9. Repairs motors. as needed, and keeps inventory of parts and materials.
10. Performs inspection and testing tasks as part of a regular preventive maintenance program and to ensure safe and proper operating conditions.
11. Assists in the locating and coordination of materials and purchase requisitions for replacement equipment, items and parts; provides budgetary input regarding equipment and parts inventories.
12. Adheres to principles of economical allocation of available department funds.
13. Responds to emergency call-ins for hurricanes or other critical events.
14. Performs all duties in conformance to appropriate safety and security standards.

## Facilities Mechanic II (page 2)

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required, supplemented by three to five years journey level experience in commercial facilities troubleshooting, maintenance and repair; or an equivalent combination of education, training, and experience. Experience should demonstrate broad knowledge of diagnostics and troubleshooting techniques as applied to other trade disciplines, e.g., electrical, mechanical, HVAC, irrigation. Valid Florida driver's license required.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the regular and, at times, sustained performance of highly physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that involves the lifting, carrying, pushing, and/or pulling of heavy objects and materials (greater than 50 pounds). Requires periodic lifting, carrying, pushing, and/or pulling of very heavy objects (greater than 100 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

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

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## MAINTENANCE WORKER III

**CLASSIFICATION CODE:** 556  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

### **CHARACTERISTICS OF THE CLASS:**

Responsible for functioning in a lead capacity for workers engaged in performing semiskilled to skilled labor intensive tasks in roads, facilities, maintenance, service, grounds, and construction activities for the Town. Work includes planning tasks for assigned crew members, and providing work site supervision to ensure work orders are accomplished. Employees in this classification generally function in an assigned functional area, and perform duties as outlined herein according to area of assignment. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Orders materials and supplies required to complete work orders for assigned work crews
2. Maintains records of materials/supplies utilized and work hours of assigned crews
3. Inspects materials and equipment prior to commencing work orders to ensure proper operating and safety conditions
4. Ensures proper safety/traffic control conditions per work site
5. Provides proper training in methods and techniques for assigned crew as necessary
6. 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/roadways, preparing facilities for special events
7. 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.
8. Oversees and participates in a variety of construction duties according to area of assignment, e.g., breaking pavement, setting concrete and asphalt, filling potholes
9. Participates in loading and unloading materials from distribution vehicles, move and relocates equipment for special activities.

## MAINTENANCE WORKER III (page 2)

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10. Oversees and participates in operation of a variety of equipment, backhoes, bobcats, chainsaws, welding equipment, mowers, hammer drills, jack hammers, power saws, and lifts
11. Responds to emergency call-ins for Hurricanes and other critical events.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required. Valid Florida CDL drivers license with Class B endorsement required plus three years previous vocational training or work experience in semi-skilled maintenance work, demonstrating skills in the use of a variety of hand tools and maintenance equipment, as well as the ability to satisfy the physical requirements of the work.

### **PHYSICAL REQUIREMENTS:**

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

### **ENVIROMENTAL REQUIRMENTS:**

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

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

## TRAFFIC MAINTENANCE TECHNICIAN I

**CLASSIFICATION CODE:** 559  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

### **CHARACTERISTICS OF THE CLASS:**

Performs a variety of skilled and semi-skilled tasks in the maintenance of the Town's roads, rights-of-way, easements, and signs. This position may act as a lead to a Maintenance worker I or II, or include supervision of a temporary, part-time, or volunteer worker. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Performs general traffic maintenance of Town facilities, roadways, and easements
2. Performs traffic maintenance on all public works construction sights
3. Assists law enforcement on traffic control
4. Ensures safe and efficient working order of equipment
5. Performs regular inspections on all equipment
6. Ensure the preventive maintenance program is completed and on schedule
7. Replaces damaged signs within the Town's roadways, facilities, easements, and parks
8. Installs new signs per work order requests.
9. Maintains installation and replacement log on all signs as designated by the Public Works Director
10. Operates a variety of hand tools and equipment
11. Works independently or as part of a team project effort, depending on area of assignment
12. Performs all installations and repairs per state and county traffic and sign standards
13. Ensures adherence to safety and accident prevention standards and regulatory guidelines
14. Coordinates and maintains records in conjunction with sign purchases from approved vendors. Follows proper procedure when utilizing purchase requisitions and field purchase orders.
15. Responds to emergency call-ins for all Town critical events or emergencies.

## TRAFFIC MAINTENANCE TECHNICIAN I (page 2)

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED and valid Florida Driver's License required plus one year vocational training or experience in related field. Department of Transportation/MOT level III certification within 6 months of start date required.

### **PHYSICAL REQUIRMENTS:**

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

### **ENVIROMENTAL REQUIRMENTS:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dust, odors, wetness, humidity, machinery, vibrations, or toxic/poisonous agents.

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## TRAFFIC MAINTENANCE TECHNICIAN II

**CLASSIFICATION CODE:** 560  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

### **CHARACTERISTICS OF THE CLASS:**

Performs a variety of skilled, semi-skilled, and supervisory tasks in the maintenance of the Town's roads, rights-of-way, easements, and signs. This position may act as a lead to a Maintenance worker I or II, or include supervision of a temporary, part-time, volunteer, or another member of the Public Works Division. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Performs general traffic maintenance of Town facilities, roadways, and easements
2. Performs traffic maintenance on all public works construction sights
3. Directs work crews assisting in related work assignments
4. Assists law enforcement on traffic control
5. Ensures safe and efficient working order of equipment
6. Performs regular inspections on all equipment
7. Ensure the preventive maintenance program is completed and on schedule
8. Replaces damaged signs within the Town's roadways, facilities, easements, and parks
9. Installs new signs per work order requests.
10. Prepares reports for Public Works Director on related activities relating to the Town's roadways and signs, and assists in communication with the County and State DOT's
11. Maintains installation and replacement log on all signs as designated by the Public Works Director
12. Assists in preparation of departmental budget and maintaining inventories on materials necessary to perform assigned functions
13. Operates a variety of hand tools and equipment

## TRAFFIC MAINTENANCE TECHNICIAN II (page 2)

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14. Works independently or as part of a team project effort, depending on area of assignment
15. Performs all installations and repairs per state and county traffic and sign standards
16. Ensures adherence to safety and accident prevention standards and regulatory guidelines
17. Assists code enforcement with sign placement and removal
18. Prepares quarterly and annual project list that may address special or specific needs of the Town in conjunction with his Foreman
19. Works within budgetary limitations and makes routine purchases
20. Assists in the preparation of bid specifications for traffic maintenance equipment
21. Follows the roads and drainage maintenance budget in conformance with adopted policies and procedure.
22. Coordinates and maintains records in conjunction with sign purchases from approved vendors. Follows proper procedure when utilizing purchase requisitions and field purchase orders.
23. Responds to emergency call-ins for all Town critical events or emergencies

### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required, plus one year of vocational training or experience in related field. Must be able to obtain Department of Transportation/MOT level III certification within 6 months of start date. Valid Florida Drivers license required.

### **PHYSICAL REQUIREMENTS:**

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

### **ENVIROMENTAL REQUIREMENTS:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dust, odors, wetness, humidity, machinery, vibrations, or toxic/poisonous agents.

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# ASSISTANT TO THE PUBLIC WORKS DIRECTOR

**CLASSIFICATION CODE:** 176  
**PAY GRADE:** \*\*  
**DEPARTMENT:** PUBLIC WORKS

## **CHARACTERISTICS OF THE CLASS:**

Performs administrative and financial work under the direction of the Public Works Director by conducting research, development, and pertinent data on various projects and tasks. Prepares and expedites bids, contracts, estimates, as well as tracks and prepares departmental payroll functions. Meets with some vendors and maintains inventory and orders on some supplies and items. Compiles departmental data and information concerning work orders, tasks, and special projects. Maintains working relationships with other departmental staff within the Town. Provides technical assistance to departmental and other personnel and oversees the efficient and effective operation of the Public Works office. Performs related duties as assigned when such duties are a logical and appropriate assignment to the position. This is a non-exempt position.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

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

1. Determine and use support data and material as deemed necessary
2. Update and maintain data base of the department and its functions
3. Prepare, sort, and distribute inter-office and regular mail
4. Prepares invoices for payment on a daily basis
5. Prepare, compose, process and maintain departmental letters, memos, reports, records, files, and statistical data
6. Establish and maintain effective, courteous, effective and accurate service to the residents, staff, vendors, and elected officials in person and on the phone
7. Attend specific meetings as directed by the Public Works Director
8. Accepts responsibility of projects and deadlines on a monthly and special basis, maintains communication with Director on all pertinent items and schedules
9. Prepares and maintains payroll functions for the department, working with foreman and the operations manager on documenting and approving all requests.
10. Assists departmental personnel in completing administrative forms and scheduling appointments
11. Prepares and formulates requisitions, bids, field purchase orders, and assists in contract formulation for the department.
12. Orders and maintains inventory on some supplies, uniforms, and office equipment

## ASSISTANT TO THE PUBLIC WORKS DIRECTOR (page 2)

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

High School Diploma or GED required, supplemented by five years of experience in responsible administrative management with supervision, organization, and coordination of multiple tasks abilities, plus the following:

- Familiarity with Microsoft operations in Word, Outlook, Excel
- Knowledge of municipal functions, operations, and Town departments and ability to interpret Town policies, procedures, and regulations, and make decisions in accordance with same
- Ability to prepare effective correspondence, reports, memos and effectively manage an office and its duties
- Ability to respond to requests and questions from residents, staff, vendors and contractors, and elected officials
- Ability to maintain professional confidentiality
- Ability to work diverse schedule

### **PHYSICAL REQUIRMENTS:**

Employee is required to walk, sit, and move about an office environment. Employee required to manipulate, handle, feel, or operate objects or controls, and reach with hands and arms. Occasional climbing, balancing, stooping, kneeling, and crouching are required. Tasks may include extended periods at a keyboard. Occasional lifting of up to 20 pounds may be required. Vision requirements include: close vision, distance vision, color vision, peripheral vision and depth perception.

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