

# MEMORANDUM

## Administrative Services

*Town Clerk*

*Risk Management*

*Personnel*

TO: Robert Rawls, Interim Town Administrator

FROM: Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE: March 22, 1999

SUBJECT: Class Specifications

The attached resolution provides for revisions to following class specifications:

- Assistant Public Works Manager in the Non-Represented Pay and Classification Plan, and
- Recreation Leader in the FPE Blue Collar unit in the Pay and Classification Plan

Additionally, a red-lined version has been provided for your reference. Please note these are housekeeping changes and thus do not affect any employee.

Please let me know if you have any questions or would like additional information.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING THE CLASS SPECIFICATION FOR THE POSITION OF ASSISTANT PUBLIC WORKS MANAGER IN THE NON-REPRESENTED CLASSIFICATION PLAN AND RECREATION LEADER IN THE FPE BLUE COLLAR CLASSIFICATION PLAN.

WHEREAS, it is in the best interest of the Town of Davie to revise the General Statement of Job in the class specification for the Recreation Leader in the FPE Blue Collar Classification Plan; and

WHEREAS, it is in the best interest of the Town of Davie to revise the General Statement of Job and Essential Job Functions in the class specification for the Assistant Public Works Director in the Non-Represented Classification Plan; and

WHEREAS, the Assistant Public Works Director class specification in the Non-Represented Classification Plan needs to be revised to reflect such change; and

WHEREAS, the Recreation Leader class specification in the FPE Blue Collar Classification Plan needs to be revised to reflect such change; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Assistant Public Works Director class specification in the Non-Represented Classification Plan is hereby amended as attached hereto as "Exhibit A".

SECTION 2. The Recreation Leader class specification in the FPE Blue Collar Classification Plan is hereby amended as attached hereto as "Exhibit B".

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1999.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1999.

# **CLASS SPECIFICATIONS**

## **ASSISTANT PUBLIC WORKS MANAGER**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs supervisory and skilled work in the daily operations of the Town's Public Works Department and (if applicable) within the vehicle maintenance garage. Is responsible for assigning and reviewing work of subordinate employees engaged in street, vehicle and building maintenance functions. Reports to ~~Director of Engineering and General Services~~ Public Works/Capital Project Manager.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Supervises field operations of skilled and unskilled crews engaged in the maintenance and repair of streets, the operation of the municipal garage and general building and grounds maintenance.

Assists in preparing budget proposal and monitoring expenditures.

Prepares bid specifications for outside vendors and contractors and recommends to ~~Director of Engineering and General Services~~ Public Works/Capital Project Manager and Town Council proper action and pertinent data.

Prepares requisition forms for necessary equipment and supplies as allowable within constraints of departmental budget.

Assists in the evaluation of bid proposals and makes recommendations on as to award; monitor contractors' progress on projects and provides input on adherence to specifications.

Meets with vendors, contractors and sales representatives; makes recommendations of purchase of items and services.

Supervises and participates in the operation of backhoe, front-end loader, motorgrader and other equipment and tools.

Trains employees in the use of equipment and tools required in the work.

Interviews applicants for employment; evaluates and disciplines employees; maintains time sheets and related work records for work crews.

Provides assistance to ~~Director of Engineering and General Services~~ Public Works/Capital Project Manager in planning and coordinating projects.

Confers with and provides technical assistance to other Town departments and individual citizens or community groups.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

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#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

Effective 04/07/99  
Exhibit A

# **CLASS SPECIFICATION**

## **RECREATION LEADER**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs recreational work in coordinating, supervising and administering athletic or recreation programs for the Town Community Services Department or Administration Department/Special Events Division. Is responsible for administering organized league sports, classes and programs or special events, as assigned. Reports to a Community Services Supervisor or Special Projects Coordinator.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

*(The essential job functions for each individual assignment are noted under the division title. The additional job functions section is applicable to all divisions.)*

#### **Sports**

Directs, coordinates and supervises Town sponsored athletic programs and events for all age and sex groups. Specific programs include, but are not limited to, youth soccer, adult softball, youth football, youth baseball, adult flag football, and girls softball.

Prepares work orders for recreation facilities' maintenance; prepares schedules and dates for league play; conducts instructional clinics for coaches and players; contacts clubs, schools and other organizations to enlist cooperation or participation in various programs; and coordinates registration for participants.

Establishes and organizes playoffs and tournaments for various leagues and sports.

Recommends and institutes new programs in order to expand and update athletic programs offered by the Sports Division.

Prepares attendance reports, equipment requisitions and other related paperwork as required.

Takes physical inventory of athletic equipment and makes recommendations concerning type, amount, and vendor for purchase of any new equipment which may be needed.

Schedules officials for organized games and contests.

Issues and collects equipment used in various sports activities.

Represents the Town at various athletic events and meetings.

Registers participants for athletic programs.

#### **Special Events**

Prepares materials, orders necessary supplies, and assists in setting up for various special events administered by the Special Programs Division, i.e. Take a Kid Fishing, Fireworks Extravaganza, and Halloween Haunted Trails.

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Effective 04/07/99  
Exhibit B