

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Freda Gellerstein, Human Resources Manager, 954 797-1012

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATIONS FOR THE POSITIONS OF CREW LEADER, OPERATIONS SUPERVISOR AND FITNESS SPECIALIST IN THE BLUE COLLAR PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: Pursuant to the approval of the Federation of Public Employees - Blue Collar Unit, Collective Bargaining agreement Town Council approval is requested for adoption of class specifications of Crew Leader, Operations Supervisor and Fitness Specialist in the Blue Collar Pay and Classification Plan. The Town and Federation of Public Employees -Blue Collar Unit will jointly petition the class specifications with PERC.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? Yes, New positions approved in budget. Crew Leader and Operations Supervisor to replace foreperson assignments.

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specifications for Crew Leader (Exhibit "A"), Operations Supervisor (Exhibit "B") and Fitness Specialist (Exhibit "C")

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATIONS FOR THE POSITIONS OF CREW LEADER, OPERATIONS SUPERVISOR AND FITNESS SPECIALIST IN THE BLUE COLLAR PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie developed class specifications and recommends pay grade assignments for the positions of Crew Leader, Operations Supervisor and Fitness Specialist in the Blue Collar Pay and Classification Plan; and

WHEREAS, the Town has evaluated the class specifications for Crew Leader and recommends it to be assigned to pay grade 406 (\$25,058 - \$37,022) , Operations Supervisor and recommends it to be assigned to pay grade 410 (\$34,194 - \$50,520), and the class specification of Fitness Specialist and recommends it to be assigned to pay grade 409 (\$31,864 - \$47,077); and

WHEREAS, Town of Davie recommends that the Town Council adopt the class specifications for Crew Leader, Operations Supervisor and Fitness Specialist in the Blue Collar Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

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

SECTION 1. The class specifications for Crew Leader, pay grade 406, Operations Supervisor, pay grade 410, and Fitness Specialist, pay grade 409, are hereby created in the Blue Collar Pay and Classification Plan and attached hereto as Exhibit "A", "B" and "C".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2001.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2001.

CLASS SPECIFICATION

CREW LEADER

GENERAL STATEMENT OF JOB

PUBLIC WORKS:

Under general supervision, performs skilled and semi-skilled work in the maintenance and repair of Town roads, buildings, park areas and facilities. May specialize or otherwise participate in work in such trades as carpentry, painting, plumbing, irrigation, electrical and/or heating and air conditioning. May be responsible for performing supervisory duties on assigned projects. Reports to Manager, Superintendent, Division Supervisor, Operations Supervisor, Coordinator or designee.

FITNESS, ATHLETICS AND AQUATICS DIVISION:

Under general supervision helps organize, operate, schedule, and supervise all youth and adult sports programs. May specialize in scheduling of staff and team practices and supervising athletic events. May be responsible for attending professional meetings and functions. Will at times help with field maintenance and supervision of aquatic facilities. Reports to Fitness, Athletics and Aquatics Coordinator or designee.

RECREATION DIVISION:

Under general supervision, performs skills in the recreation division which may include planning and implementing programs and events, contract for special instructors, preparing training manual, and work closely with the public. May be responsible for performing supervisory duties on assigned projects. Reports to Recreation Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

(The first set of essential job functions are applicable to all positions covered under this job class. Additional essential job functions for each individual department are noted under the department name.)

PUBLIC WORKS:

Performs skilled carpentry work in the construction, repair or alteration of floors, roofs, stairways, partitions, doors, windows and screens.

Processes some paperwork, including work orders and supply requisitions; may deal with outside vendors.

Transports and moves furniture and equipment.

Performs grounds and facility maintenance work, such as, mowing, weed control, fertilizing, pruning, and planting.

Operates mowers, tractors and various powered equipment, i.e. chain saws, weed eaters, blowers and power pruners.

Operates small or large trucks, small or large tractors and other mechanized equipment including but not limited to street rollers and water trucks.

Exhibit "A" 1/17/01

Operates one (1) or more less complex units of motorized light or heavy equipment involved in the construction and maintenance of roadways, parks, bicycle paths, and other Town-owned sites including, but not limited to, front-end loaders, power lawns mowers, street sweeper-rollers, backhoes, heavy dump trucks, side mowers, water trucks and graders.

Performs skilled work in the painting, staining and wallpapering trades.

Performs skilled work in the installation and maintenance of water and sanitary fixtures and equipment and irrigation systems.

Assists in maintaining security of public buildings and facilities.

Assists in the maintenance and repair of electrical, refrigeration, heating and air conditioning systems.

Assists in the replacement of faulty switches, sockets, plugs, fuses, insulators and other minor electrical work; assists in major electrical or heating and air conditioning projects.

Hangs sheetrock; sands, paints or stains walls, woodwork, cabinets, tables and other wooden articles.

PARKS MAINTENANCE DIVISION

May perform skilled work in the repair and maintenance of parks and grounds maintenance and equipment.

May perform preparation of ballfield areas.

May perform scheduling of athletic staff and/or Parks Rangers/Recreation Attendant staff.

May monitor concerns expressed by the general public.

RECREATION DIVISION

May plan programs for seniors, teens and children sponsored by the Parks and Recreation Division.

May prepare training manual, summer orientation and press release.

May process some paperwork, including work orders and supply requisitions; may deal with outside vendors.

May order supplies, inventory equipment, and deliver materials to various recreation facilities.

Supervises east or west areas during the summer recreation programs. Hands-on working position responsible for staff schedules, bus and field trips, special vendors, and concerns of children, parents, and staff. Supply games, supplies, and equipment to all areas. Document disciplinary problem, incidents, accidents, assign workers and evaluate completed work.

FITNESS, ATHLETICS AND AQUATICS DIVISION

Works on games and practice schedules for youth and adult leagues becoming knowledgeable in Clarisworks word processing program.

Assists with staffs scheduling at various facilities.

Keeps up to date standing on all adult leagues.

Assists Operations Supervisor in inventory control for all youth and adult programs.

Assists in recruiting and training of all volunteer coaches.

Organizes youth drafts and player ratings.

Public Works

Performs skilled work in the installation and maintenance of roads, sidewalks and bicycle paths.

Prints, assembles and erects road signs and various banners.

Ensures that routine maintenance schedule and special projects are carried out on a timely basis and according to plans; assigns workers and evaluates completed work.

Supervises a crew of employees engaged in various maintenance and/or construction projects as assigned. Hands-on working position responsible for production, quality and completion of assignments.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required which may include night/weekend scheduling as determined by Department Director or their designee.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 3 years experience in general building and grounds maintenance, general construction or mechanical trades, with special training, certification or experience in general maintenance and equipment operation preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid Class "E" Florida driver's license. Possession of a valid Class "A" or "B" Commercial Driver's License (CDL), issued by the State of Florida, preferred.

Fitness, Athletics and Aquatics Division

Possession of current certifications: pool operators license (C.P.O.) and National Pool & Waterpark Lifeguard Training CPR/BLW.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including air compressors, generators, mechanics tools, paint equipment, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for medium to heavy labor.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

InterpersonalCommunication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, forms, prints, etc.; requires the ability to prepare correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematics; add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has working knowledge of the procedures, materials and equipment related to either plumbing, masonry, carpentry, mechanical or painting. Has working knowledge of the occupational hazards and proper safety precautions associated with work. Is skilled in the use of a variety of hand and power tools necessary to perform plumbing, masonry, carpentry, mechanical or painting tasks. Is able to understand and work from sketches or penciled drawings. Is able to operate the more common types of machine shop equipment. Is able to assume lead worker responsibilities in working with semi-skilled and unskilled workers. Is able to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures when assigned foreman duties. Is able to perform arduous manual labor as required by work assignments. Is able to drive light trucks and other light equipment. Is able to exercise independent judgment in performing daily work activities and in inspecting completed work. Is able to understand and follow oral and written instructions. Is to establish and maintain effective working relationships as necessitated by work assignments.

Knowledge of Job: In recreation division, has working knowledge of the policy and procedures, purchasing, planning, implementing and organizing recreational activities for senior, teen and youth programs. Has working knowledge of proper safety procedures associated with working with children and adults. Ability to understand and follow oral and written instruction. Is to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures with respect to vacation time and time-off requests.

responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

CLASS SPECIFICATION

OPERATIONS SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision, performs journeyman-level work in the maintenance and repair of Town equipment, roads, buildings and facilities. May specialize or otherwise participate in work in such trades as carpentry, painting, plumbing, electrical and/or heating and air conditioning. Reports to Director, Manager, Superintendent or Division Supervisor or designee.

FITNESS, ATHLETICS AND AQUATICS DIVISION:

Under general direction of the Fitness, Athletics, and Aquatics Coordinator performs professional and supervisory work in the day to day operations of the youth and adult sports programs for the Town. Assists Coordinator in parental concerns, inventory, payroll, field/staff scheduling and public relations. Works and communicates with support staff on all upcoming programs in regards to dates, ages, locations and times. Work is performed independently with reasonable latitude for independent judgment based on policies and guidelines already in place. Reports to Fitness, Athletics, and Aquatics Coordinator or designee.

RECREATION DIVISION:

Under general direction of the Recreation Coordinator, performs professional and supervisory work in the development of adult and youth recreational programs for the Town. Work involves responsibility for assisting in a comprehensive year round. Work is performed with wide latitude for independent judgment and is examined through conferences, and written reports by an administrative superior. Reports to Recreation Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

PUBLIC WORKS:

Performs skilled work in the maintenance and repair of electrical, refrigeration, heating and air conditioning systems.

Replaces faulty switches, sockets, plugs, fuses, insulators and other minor electrical work; performs major electrical or heating and air conditioning projects.

Performs skilled carpentry work in the construction, repair or alteration of floors, roofs, stairways, partitions, doors, windows and screens.

Performs skilled work in the installation and maintenance of water and sanitary fixtures and equipment.

Hangs sheetrock; sands, paints or stains walls, woodwork, cabinets, tables and other wooden articles.

Processes some paperwork, including work orders and supply requisitions; may deal with outside vendors.

Operations Supervisor
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Operates mowers and various powered equipment (i.e. chain saws, weedeaters, blowers and power pruners), small or large trucks, small or large tractors and other mechanized equipment including but not limited to street rollers and water trucks. Gives recommendations for performance evaluations.

PARKS MAINTENANCE DIVISION :

May perform skilled work in repairs and maintenance of parks and grounds maintenance and equipment

May require possession or ability to obtain a valid public application spray license for grounds maintenance chemicals.

May perform scheduling of athletic facilities, and purchasing and inventory of equipment.

May perform the scheduling of the opening and closing of facilities, staff and programs at various sites.

FITNESS, ATHLETICS AND AQUATICS DIVISION:

Plans assigns and supervises day to day operations of staff and volunteers, processes records and report pertaining to payroll/personnel including schedules, time sheets, sick leave, vacation time, etc.

May perform scheduling and closing of athletic facilities, and purchasing and inventory of equipment.

May meet with Parks Superintendent in regards to field conditions, game scheduling or cancellations and field closure.

Oversees all game and practice schedules for youth.

Requires basic knowledge of Claris Works word processing and spreadsheet documents.

Answers all day to day phone calls for the operations of youth and adult programs.

Assists with staff scheduling at various facilities.

Posts standings on all adult leagues and keeps Coordinator informed.

Organizes all inventory control for youth and adult programs.

Recruits, trains and supervises volunteers, Recreation Leaders and other personnel involved in youth and adult sports activities.

Assists in organization of youth drafts and player ratings.

Prepares and supervises use of athletic fields, gymnasium courts and other athletic facilities.

RECREATION DIVISION:

Assists in planning day-to-day operations of a major Town recreation facility.

Prepares schedules, instructs and trains personnel and supervises the work of full-time and part-time staff and volunteers.

Coordinates the activities and programs with other recreation agencies. Serves as a liaison to community groups, clubs and organizations; assists civic groups in putting on various program.

Has responsibility for creating and supervising neighborhood planned social, cultural and athletic and competitive sports for all ages groups; prepares special social and cultural arts programs.

Assists in planning maintenance, repair, and care of recreation areas, equipment and facilities.

PUBLIC WORKS :

Performs skilled work in the installation and maintenance of roads, sidewalks and bicycle paths.

Performs skilled work in the painting, staining and wallpapering trades.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 3 to 5 years experience in building construction, maintenance of roadways, mechanical equipment, electrical repair and installation, or in one or more crafts or trades in a required area of specialization. Formal training in the repair of heating and air conditioning units preferred, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

FITNESS, ATHLETICS AND AQUATICS DIVISION:

Requires college course work in related field and/or experience commensurate with position.

RECREATION DIVISION:

Bachelor's degree from an accredited college or university in physical education, cultural areas recreation or closely related field and (1) year of paid responsible experience in recreation; or an equivalent combination of training and experience. Florida Recreation and Parks Leisure Professional Certification preferred.

Responsible for crew member scheduling and assignments, scheduling of assigned projects and daily work orders, maintenance of division equipment, vehicles, and material requirements. Quality and production standards of department along with timely completion of work assignments is an essential responsibility of this position.

Oversees Crew Leaders and Maintenance Technician employees engaged in various maintenance/construction projects as determined by Department Director or designee.

PARKS MAINTENANCE DIVISION:

Oversees Crew Leaders, Recreation Leaders, Parks Rangers and Recreation Attendants employees engaged in various recreational activities as determined by Department Director or their designee.

ADDITIONAL JOB FUNCTIONS

Performs other related work required which may include night/weekend scheduling as determined by Department Director or their designee.

SPECIAL REQUIREMENT

May require possession of a valid Class "B" Commercial Driver's License (CDL), issued by the State of Florida. Possession of a valid Class "A" CDL may be preferred. Employee may be required to supply small tools to comply with job requirements.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including air compressors, generators, mechanics tools, paint equipment, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, forms, prints, etc.; requires the ability to prepare correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the procedures, materials and equipment related to either plumbing, masonry, carpentry, electrical, mechanical or painting trades. Has working knowledge of the occupational hazards and proper safety precautions associated with work. Is skilled in the use of a variety of hand and power tools necessary to perform plumbing, masonry, carpentry, electrical, mechanical or painting tasks. Is able to read and understand blueprints and construction job specifications. Is able to operate the more common types of machine shop equipment. Is able to detect defects in machinery and equipment and to make the necessary repairs or adjustments. Is able to exercise independent judgment in applying standards to a variety of work situations. Is able to assume lead worker responsibilities while working with semi-skilled and unskilled workers. Is able to make simple time and materials estimates. Is able to perform arduous manual labor as required by work assignments. Is able to drive light trucks and other light equipment. Is able to understand and follow oral and written instructions.

RECREATION DIVISION:

Knowledge of Job: Has considerable knowledge of the philosophy and objectives of public parks and recreation. Has considerable knowledge of the principles, practices and procedures for management of the Parks and Recreation Department. Has the ability and judgment to develop and apply departmental policies, procedures and to evaluate them for their effectiveness and efficiency. Has the ability to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other members of the staff and the general public. Has considerable knowledge of the current literature, trends and developments in the field of public parks and recreation. Has general knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations. Is able to communicate effectively in oral and written form. Is able to coordinate work of other employees.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

CLASS SPECIFICATION

FITNESS SPECIALIST

GENERAL STATEMENT OF JOB

Under general supervision, performs a wide variety of tasks in the day to day operation of fitness programs in the Town of Davie Parks and Recreation Department. Is responsible for administering fitness programs, evaluations and special events as assigned. Reports to the Department Director or designee

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assist in the planning and implementation of the entire fitness and wellness program.

Provides direction and assistance to users of fitness facility and equipment.

Test fitness equipment to make sure it is safe and functioning properly.

Develops schedules and accepts reservations for participation in fitness programs; maintains participant rosters as required.

Performs fitness assessments to new members, develops individual fitness plans for members and participants based on their specific needs; evaluates the effectiveness of each individual's needs and performs follow-up fitness plans as necessary.

Performs group fitness activities and classes as assigned with approval from Supervisor.

Maintains fitness facility equipment and handles repairs as necessary.

Assist in the maintenance of detailed reports to document all aspects of fitness facility operation including , but not limited to, maintenance, facility use, program participation, etc.

Punctuality and regular attendance are essential functions of this position, as well as working evenings, weekends and holidays.

Collects fees from individuals for participation in fitness programs and deposits them in accordance to Department rules and policies.

Coordinates and provides special activities or programs in the town with Supervisory approval.

ADDITIONAL JOB FUNCTIONS

Performs other job related duties as required.

Exhibit "C"
January 17, 2001

MINIMUM TRAINING AND EXPERIENCE

Must be a high school graduate with a minimum of one year in the physical fitness field with related experience in developing and conducting physical fitness programs and possess a certificate in personal training from a recognized fitness organization such as ACSM, NSCA, ACE, IFPA, ISSA, NASM, NATA, or NSPA. Must have a current CPR certification, or be able to obtain one within six months of hire. Must be able to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, and the general public. Must be able to work evenings, weekends and holidays. Must have a valid State of Florida driver's license with a good driving record.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to participate in and lead physical activities and games. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Daily duties exceed those of sedentary work. Must remain on feet for extended periods of time, run, throw balls, catch balls, hit balls, etc. Must be able to lift/carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

InterpersonalCommunication: Requires the ability of speaking and/or signaling people, especially children, to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires ability to read schedules, time sheets, reports, etc. Must be able to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of influence systems to lead activities; to apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; to deal with problems involving several concrete variables; to make limited independent decisions in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently on an elementary school level.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

MotorCoordination: Requires the ability to coordinate hands and eyes using related recreational and sporting equipment.

Manual Dexterity: Requires the ability to handle a variety of items, balls, and related recreational and arts equipment such as scissors, etc. Must have medium levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

InterpersonalTemperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with emergency situations.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Parks and Recreation Department pertaining to the specific duties of the Fitness Specialist. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is skilled in participating in and leading recreational activities. Is able to use independent judgment in performing routine tasks. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with a variety of public and private groups as prescribed. Is skilled in applying a responsible attention to detail as necessary in preparing activities. Is able to read and interpret activity schedules, policy and procedure manuals, instructions, time sheets, and other materials pertaining to the responsibilities of the job. Is capable of working under stressful conditions as required. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

