

# TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Human Resources Director/797-1024

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A Resolution of the Town of Davie, Florida, adopting the class specification of Fire-Rescue Service Aide and assigning a pay grade in the White Collar Pay and Classification Plan.

**REPORT IN BRIEF:** During the review of the proposed FY 2000-2001 Town Budget, the Town Council approved the new position of Fire-Rescue Service Aide. The proposed class specification for the new position is attached hereto. The proposed grade for this class specification is 806 (\$23,410 - \$31,371) in the White Collar Pay and Classification Plan.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:** Annual salary of new position will start at \$23,410.

Cost of increase of \$

Account Name: Fire Department Salaries

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution, Class Specification (Exhibit "A")

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

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION OF FIRE-RESCUE SERVICE AIDE AND ASSIGNING A PAY GRADE IN THE WHITE COLLAR PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the adoption of the class specification of Fire-Rescue Service Aide; and

WHEREAS, The Town of Davie has evaluated the pay grade of the Fire-Rescue Service Aide and recommends it to be assigned to pay grade 806 (\$23,410 -\$31,371); and

WHEREAS, The Town of Davie recommends that the Town Council approve the adoption of the class specification for Fire-Rescue Service Aide and assigning a pay grade in the White Collar Pay and Classification Plan; and

WHEREAS, the Town of Davie White Collar 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 specification for Fire-Rescue Service Aide, pay grade 806 is hereby adopted in the White Collar Pay and Classification Plan and attached hereto as Exhibit "A".

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**

## **FIRE-RESCUE SERVICE AIDE**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs various support tasks for the Fire-Rescue Department, which may include clerical, general office, communications and warehousing/storekeeping. Reports to Fire-Rescue Captain or designee as determined by Fire Chief.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Under direction of Fire Rescue Captain, is responsible for the efficient operation, maintenance and operational readiness of the support services bureau.

Maintains and completes necessary daily, weekly and monthly equipment reports.

May perform all duties assigned to a storekeeper.

Assists certified personnel in performing related life and property protection.

Helps with delivery of emergency medical care products and services.

Performs minor maintenance duties.

Responds to special emergency calls during off hours as necessary.

Assists in public relations activities with the public.

Handles telephone inquiries.

Operates computers, copiers, typewriters, shredders, microfiche, fax and other office equipment.

Receives, stores and issues all items of supply and equipment in a departmental storeroom or the central warehouse.

Inspects goods received to insure compliance with procurement specifications and quantity ordered.

Obtains and distributes office mail.

Assists with traffic control and Fire-Rescue protection at fires and other incidents where crowds gather or traffic is congested due to outside influences.

Assists in cleaning and maintaining work areas in accordance with good housekeeping practices.

May operate a key-cutting machine to reproduce keys from stock blanks.

Places stock in storage in the proper pattern, assuring the same quantity in each tier/row.

Takes periodic and special inventories, as directed.

Sharpens, lubricates, cleans, maintains and makes minor repairs to tools and equipment, using hand and power tools.

Assists in cleaning and maintaining work areas in accordance with good housekeeping practices.

Transports, delivers and procures supplies, equipment or other goods from vendors and suppliers for distribution to Town facilities or other locations as necessary.

Selects items by stock number, nomenclature and quantity for issue in accordance with approved requisitions.

Measures, cuts and issues bulk items such as wire, rope and chain.

Safely drives and operates Town vehicle as assigned.

May be assigned specialized duties as required.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma/GED supplemented by course work in fire sciences or related area; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Knowledge of principles and practices of fire-rescue work, applicable laws and ordinances, as well as geography, physical and social characteristics of the Town. Skill in the use and care of basic hand and power tools. Ability to deal courteously and effectively with the public in all situations.

#### **SPECIAL REQUIREMENTS**

Must possess a valid Class "E" Florida driver's license. Must be able to meet minimum performance standards on tests as administered by the Town. Completion of Defensive Driving Course. Training will be scheduled as required by the Fire-Rescue Department.

#### **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 computers, typewriters, copiers, etc. Must be able to exert up to 50 pounds force occasionally, and/or up to 10 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.

**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 correspondence, forms, reports, court orders, etc. Requires the ability to prepare correspondence, reports, 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 common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**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 a variety of technical or professional languages including law enforcement terminology and emergency response codes.

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

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

**MotorCoordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and directing traffic.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have sufficient 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.

**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 telephone.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of office procedures and practices. Has working knowledge of Fire-Rescue procedures, methods and practices. Has working knowledge of arithmetic, spelling, grammar and vocabulary. Has working knowledge of the geographical layout of the Town as to location of streets, roads, important buildings and other landmarks. Is skilled in the operation of two-way radio equipment. Is able to understand and follow oral and written instructions. Is able to exercise sound judgment in emergency situations. Is able to speak clearly, distinctly and politely. Is able to deal tactfully and courteously with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to perform duties under adverse environmental conditions such as heat, odors, smoke, dust and noise.

**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 regarding absences and tardiness. Provides adequate notice to higher management 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 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 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 with the Town. Interacts effectively with fellow employees, 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.