



HUMAN RESOURCES

Michael Smith, Human Resources Director

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DATE: October 15, 2015
TO: Dennis Beach, City Manager
FROM: Michael W. Smith, Human Resources Director
SUBJECT: Amendment to Position Classification Plan



This is to amend the City Ordinance 34.107 which will add and reclassify positions within the "Position Classification Plan" to reflect position changes which were included in the City's budget for FY 2015-2016. Fiscal impacts include cost of salary and benefits and are estimated based on anticipated hiring rates.

New Positions

Analytics Assistant – Utilities Department

This new position will be in the Utilities Department under the Water Administration Division. The position will be responsible for performing a variety of functions related to data analysis, project tracking and general administration. This is a non-bargaining position and recommended at pay grade 19. Fiscal Impact \$69,000

Senior Planner – Development Services Department

The department currently has three zoning technicians, who manage five advisory boards and complete the majority of the city's minor permitting. The department needs a dedicated person to oversee the work of the employees managing the advisory boards and the building permit reviews. The Senior Planner would supervise, train, counsel, and direct the zoning technicians, subordinate planners and/or interns. This is a non-bargaining position and recommended at pay grade 29. There will be no financial impact with this position as the incumbent is already receiving assignment pay at this pay level.

Strategic Performance Manager – Budget Office

The Budget office is requesting the position of Strategic Performance Manager to manage and coordinate the citywide performance management and quality improvement programs, such as Lean Six Sigma, by developing and managing a data driven focus. This is a non-bargaining position and recommended at pay grade 33. Fiscal Impact \$134,000.

Capital Improvement Project Manager – Engineering Office

The Engineering office is requesting that the current incumbent who is receiving assignment pay to assume the duties of Capital Improvement Project Manager. This new position is created to oversee the entire capital improvement project in the City of Pompano Beach. This is a non-bargaining position and recommended at pay grade 34. There will be no immediate financial impact with this new position because the amount of assignment pay the incumbent is currently receiving will be absorbed into their base pay

Cemetery Sexton, Sanitation Supervisor and Fleet Operations Supervisor – Public Works Department

These three new positions will be assigned to the Public Works Department. The duties of these positions are currently performed by three employees. These positions will enhance the efficiency of the department. The position as the Cemetery Sexton is non-bargaining and recommended at pay grade 22. The positions of Sanitation Supervisor and Fleet Operations Supervisor are also non-bargaining and recommended at pay grade 24. There will be no financial impact with these three reclassifications as the incumbents are already receiving assignment pay at this pay level.

Collection Specialist – Finance Department

This position is part of the restructuring of the Finance Department. The position reflects the specific duties of collecting and monitoring the City's delinquent account receivables. This is a non-bargaining position and recommended at pay grade 28.

Fiscal Impact- \$105,000, however, it is anticipated that this position will also generate additional revenue.

Business Development Specialist – General Services Department

This is currently a part-time position in the General Services Department. The department is requesting the position to be full-time. The incumbent in this position will be responsible for assisting with the development of Local/Small Business Enterprises (Local/SBE's) and increasing participation of contractors and subcontractors for the procurement of goods and services with the City. This is a non-bargaining position and recommended at pay grade 19. Fiscal Impact- \$50,000

Reclassified Positions

Executive Secretary and Economic Development Manager – City Manager's Office

The City Manager's office is requesting reclassification of these two positions. The position of Executive Secretary is a highly responsible position that requires independent judgment. This position wears many hats and performs many duties for the City Manager, Mayor and five Commissioners. This position is being reclassified from a pay grade 24 to a pay grade 25. No immediate fiscal impact as the incumbent's salary is within the new range. She will be eligible for merit increases in the future.

The current position of Economic Development Coordinator has a title change to Economic Development Manager and a pay grade change of 33 to a pay grade 29. This position will assist, encourage and support existing Pompano Beach businesses with growth and expansion and to help develop a business environment conducive for the attraction of job opportunities and increased economic benefits for the residents of Pompano Beach. There will be no financial impact in making this change. The incumbent is currently receiving assignment pay.

Engineering Technician – Engineering Division

This position will be reclassified from a Drafting Technician to an Engineering Technician. This title only change will align the position with industry standards. There will be no financial impact in making this change and the pay grade will remain the same.

Fire Rescue Lieutenant – Fire Department

This position was created in the 2013–2016 IAFF collective bargaining agreement (CBA). This position provides supervision of paramedics on the Rescue units. The pay grade 27 for this position will be the same as the pay grade for a Driver Engineer. This position was funded the last two years as a daily assignment. This fiscal year, in accordance with the CBA, the position is formally established as a promotional rank. Fiscal Impact based on anticipated upgrades and overtime when position incumbents are absent is \$270,000.

ORDINANCE NO. 2016- _____

CITY OF POMPANO BEACH
Broward County, Florida

AN ORDINANCE AMENDING CHAPTER 34, “CITY POLICY,” OF THE CITY OF POMPANO BEACH CODE OF ORDINANCES BY AMENDING SECTION 34.107, “POSITION CLASSIFICATION PLAN,” BY CREATING THE POSITIONS OF STRATEGIC PERFORMANCE MANAGER, BUSINESS DEVELOPMENT SPECIALIST, COLLECTION SPECIALIST, SENIOR PLANNER, CAPITAL IMPROVEMENT PROJECT MANAGER, CEMETERY SEXTON, ANALYTICS ASSISTANT, SANITATION SUPERVISOR, FLEET OPERATIONS SUPERVISOR AND FIRE RESCUE LIEUTENANT; BY RECLASSIFYING THE POSITION OF EXECUTIVE SECRETARY; BY RECLASSIFYING AND RETITLING THE ECONOMIC DEVELOPMENT COORDINATOR TO ECONOMIC DEVELOPMENT MANAGER; AND BY RETITLING THE DRAFTING TECHNICIAN TO ENGINEERING TECHNICIAN; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to law, ten (10) days’ notice has been given by publication in a paper of general circulation in the City, notifying the public of this proposed ordinance and of a public hearing in the City Commission Chambers of the City of Pompano Beach; and

WHEREAS, a public hearing before the City Commission was held pursuant to the published notice described above, at which hearing the parties in interest and all other citizens so desiring had an opportunity to be and were, in fact, heard; now, therefore,

BE IT ENACTED BY THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That Section 34.107, “Position Classification Plan,” of Chapter 34, “City Policy,” shall be amended as follows:

§ 34.107 POSITION CLASSIFICATION PLAN.

...

Position Classification Plan

<u>Job Code</u>	<u>Job Title</u>	<u>Scheduled Hours Per Week</u>	<u>Position Classification (Pay Grade)</u>
General Clerical			
...			
128	Executive Secretary	40	24 <u>25</u>
...			
Fiscal and Administrative			
...			
<u>212</u>	<u>Strategic Performance Manager</u>	<u>40</u>	<u>33</u>
...			
223	Economic Development Coordinator <u>Manager</u>	40	33 <u>29</u>
...			
<u>231</u>	<u>Business Development Specialist</u>	<u>40</u>	<u>19</u>
...			
<u>268</u>	<u>Collection Specialist</u>	<u>40</u>	<u>28</u>
...			
<u>272</u>	<u>Senior Planner</u>	<u>40</u>	<u>29</u>
...			
<u>290</u>	<u>Capital Improvement Project Manager</u>	<u>40</u>	<u>34</u>

Position Classification Plan

<u>Job Code</u>	<u>Job Title</u>	<u>Scheduled Hours Per Week</u>	<u>Position Classification (Pay Grade)</u>
General			
...			
<u>323</u>	<u>Cemetery Sexton</u>	<u>40</u>	<u>21</u>
...			
Water and Sewer Service			
...			
<u>474</u>	<u>Analytics Assistant</u>	<u>40</u>	<u>19</u>
Supervisory			
...			
<u>589</u>	<u>Sanitation Supervisor</u>	<u>40</u>	<u>24</u>
...			
<u>594</u>	<u>Fleet Operations Supervisor</u>	<u>40</u>	<u>24</u>
...			
Technical and Engineering			
<u>608</u>	<u>Drafting Engineering Technician</u>	<u>40</u>	<u>24</u>
...			
Fire Department			
...			
<u>709</u>	<u>Fire Rescue Lieutenant</u>	<u>(1)</u>	<u>27</u>
...			

SECTION 2. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect any provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

SECTION 3. This Ordinance shall become effective upon passage.

PASSED FIRST READING this _____ day of _____, 2015.

PASSED SECOND READING this _____ day of _____, 2015.

LAMAR P. FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK

:jrm
10/12/15
l:ord/ch34/2015-486

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 128

EXECUTIVE SECRETARY

GENERAL

Specialized, administrative and very responsible secretarial work for the City Manager. Supervision and direction is received from the Manager who confers with the employee on unusual or complex administrative and legal problems. Supervision may be exercised over subordinate clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acts as secretarial and administrative assistant to the City Manager.
- Interprets administrative policy and decisions as explained and directed.
- Performs public relations function with the public, department heads, officials and personnel and visitors.
- Coordinates meetings, conferences and appointments for the City Manager.
- Prepares weekly Commission Agenda by inputting information into the computer, copying, and distributing.
- Takes and transcribes difficult technical dictation if necessary.
- Prepares reports and records.
- Takes calls and answer inquiries.
- Opens and sorts mail.
- Composes correspondence independently and maintains records and files.
- Maintains some accounting, payroll, and other department bookkeeping records.
- Maintains official records.
- Processes purchase orders.
- Sorts and opens mail daily for the City Manager and City Commission.
- May take and transcribe minutes of meetings.
- Processes all materials for meetings.
- Prepares special reports at the request of the City Manager.
- Performs travel arrangements for the City Manager.
- Collects information from a variety of sources and compiles data for special and periodic reports.
- Prepares the department or staff payroll, prepares and maintains departmental personnel records.
- May supervise clerical or secretarial employees.
- Supervises the flow of communications for the office.
- Supervises and trains subordinate clerical employees.
- Performs related work as required.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, equipment and secretarial techniques.
- Knowledge of business English, spelling and arithmetic.
- Skill in operating standard office, word processing, and computer equipment.
- Ability to interpret and apply policies and procedures.
- Ability to make difficult arithmetic calculations and to set up complex forms and statistical tables.
- Ability to type, take, and transcribe dictation accurately at a reasonable rate of speed.
- Ability to plan and supervise the work of others.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to work independently in the absence of specific instruction.
- Ability to understand and follow written and verbal instructions.
- Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.
- Ability to communicate effectively, both verbally and in writing, using excellent English.
- Ability to meet the public effectively.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D.; commercial college or business school training. Extensive experience in progressively responsible secretarial work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 09/15

Bargaining Unit: Non- Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 25/50

Location: City Manager's Office

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 212

STRATEGIC PERFORMANCE MANAGER

GENERAL

This is professional and administrative work conducting strategic planning, management studies and developing performance tracking methodologies for the Budget Office and the City Manager. Position coordinates efforts to enhance organizational performance and effectiveness.

An employee assigned to this classification is responsible for strategic planning elements, assisting departmental staff with the development of performance plans, continuous process improvement, business modeling, and organizational assessment.

Work is performed under the strategic direction of the City Manager and daily supervision by the Assistant to the City Manager for Budget and Strategic Planning. Work is reviewed through conferences, reports and observation of results achieved.

ESSENTIAL JOB FUNCTIONS

(These examples are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists in developing of long term strategic plans and annual operating performance plans and works with departmental staff to establish outcome goals and define clear program strategies for measuring performance for results and to create citizen-centered customer service measures.
- Assists departmental staff in developing performance measures, tracks outcomes of city programs, as well as developing efficiency and quality measures and metrics for day-to-day management decision making.
- Assists departmental staff in preparation of business plans and performance objectives aligned with the strategic plan and with clear performance measures and performance benchmarks.
- Works with departmental staff and teams to review programs and processes and to solve operational problems.
- Develops measures to manage performance data being collected to provide meaningful information to day-to-day managers and policy makers. Collects and analyzes information on how resources are managed, how they are acquired, how they are used.
- Conducts planning and implementation related to organizational performance and accomplishments.
- Plans, executes, and supervises assigned special projects
- Performs related duties as assigned.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of organization theory, public administration, budgeting concepts and practices, contemporary management practices, practical concepts of organizational planning and performance, and strong capabilities to motivate and persuade individuals and groups to action.
- Knowledge of generally accepted accounting principles and generally accepted auditing standards.

- Knowledge of principles and practices of governmental accounting, governmental financial management, governmental budgeting, and service efforts and accomplishments.
- Knowledge of principles, practices, and techniques of performance, data processing, performance management concepts, methodology and implementation techniques, including balanced scorecard.
- Knowledge in developing/managing original research for business organizations including survey development, analysis of results into actionable forms, and presentation of research and results to executive audiences.
- Knowledge of high performance organizational principles.
- Knowledge of cost benefit analysis as applied to accounting and financial management.
- Knowledge of internal control tools and techniques.
- Knowledge of management techniques and the ability to apply them to create effective and efficient service.
- Ability to collect, compile, analyze and interpret data. Strong quantitative analysis capability including mastery of business statistical techniques.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Accounting, Business Administration, Economics or related field and five (5) years of progressively responsible experience in financial reporting structures, analytical review techniques or performance management implementation, strategic planning, or any equivalent combination of related training and experience. An MBA or MPA may substitute for one year of experience. Lean Six Sigma Black Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Black Belt certification within 1 year of hire, if not already obtained. Local government experience and the ability to use mini tab statistical model is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus associated with the constant use of computer monitors. The noise level in the work environment is usually moderately quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 09/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 33/50

Location: Budget Office

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 223

ECONOMIC DEVELOPMENT MANAGER

GENERAL

This is high level advanced professional work performing a wide range of business and economic development tasks. Work is performed under administrative direction of the Assistant City Manager in the City Manager's Office.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops economic development goals and objectives and assists in implementing economically advantageous commercial projects.
- Coordinates a variety of activities related to business development, expansion, and retention.
- Prepares and presents reports of economic development projects.
- Conducts business and industry studies, assessing economic impact of business relocations, planning business recruitment strategies, marketing and attraction programs, and coordinating job growth and training incentive programs.
- Researches and develops long term objectives, strategies, and approaches to urban redevelopment and revitalization, business incentives, and economic impact.
- Assists in the implementation of economic development plans, initiatives, and grant projects.
- Serves as staff liaison to the Pompano Beach Economic Development Council and provides assistance to facilitate efficient private sector (business)/ City/ County/ and other municipal relationships; including: The Greater Ft. Lauderdale/ Broward Alliance, the Broward County Office of Economic and Small Business Development and Enterprise Florida.
- Conducts meetings/workshops with the business community; prepares and presents economic development plans and information.
- Monitors, evaluates, and amends goals and action programs in the work plan to achieve stated objectives.
- Performs related work as required.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of economic development principles, practices, laws, and procedures.
- Knowledge of federal and state programs available for economic development.
- Knowledge of macro and micro economic principles.
- Knowledge of urban planning and redevelopment.
- Knowledge of financial analysis, negotiations, project management and proposal and grant writing.
- Skill in developing and giving presentations.

- Ability to exercise substantial independent judgment and decision making in planning and executing assignments.
- Ability to communicate effectively in writing, orally, and in presentation.
- Ability to work independently, organizes, and executes assignments with minimum supervision.
- Ability to use MS Office and any other software.
- Ability to conduct research and analyze data.
- Ability to prepare and maintain reports, distribute and present information.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, the private sector and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business or public administration, economics, urban planning, law, or related fields; thorough experience in urban planning, economic and/or community development, or marketing.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 09/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 29/50

Location: City Manager's Office

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 321

BUSINESS DEVELOPMENT SPECIALIST

GENERAL

Under supervision of the General Services Director, this position assists with the development of Local/Small Business Enterprises (Local/SBE's) to increase participation as contractors and subcontractors for the procurement of goods and services. The Business Development Specialist is responsible for encouraging and fostering the participation of Local/SBE's in the Central Procurement activities of the City.

ESSENTIAL JOB DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Advocate and liaison between the Local/SBE Vendors and the City.
- Organize, attend, and participate in special events and promotions advocating Local/SBE vendor participation in City projects.
- Serve as a spokesperson for the Purchasing Department at special events.
- Promote Local/SBE vendors doing business with the City through a combination of brochures, mass mailings, public presentations, radio promotions, special events, the Internet, social media, outreach activities, and campaigns.
- Establish and maintain effective relationships with Local/SBE vendors.
- Collaborate with the City's Chamber of Commerce on Local/SBE opportunities with the City.
- Assist Local/SBE's with City RFP/Bid process, insurance and bonding requirements, and other knowledge and skills businesses need to perform under a public contract.
- Data entry of Local/SBE contact information into NaviLine and other data entry responsibilities as assigned.
- Employ resourcefulness and ingenuity in conducting research and analysis.
- Develop requirements for user departments to track Local/SBE use.
- Conduct a study to determine feasibility of sheltered market for local businesses.
- Assists with the distribution of collateral materials (printed and other forms), web site postings and updates, newsletters, flyers, etc.
- Performs analysis and related duties as assigned.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer programs and applications for outreach including multimedia forums, constant contact or equivalent, social networks (Facebook, Twitter, & Instagram) & e-blasts.

- Knowledge of Adobe Photoshop, Illustrator, InDesign, and the RFP/Bid process.
- Knowledge in Microsoft Office Applications.
- Skills in making visual and oral presentations.
- Ability to engage merchants and business owners in the process of community outreach.
- Ability to establish and maintain effective working relationships with supervisors, peers, and the public.
- Ability to communicate effectively, written and oral.
- Ability to work a flexible schedule including night and weekends.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Must have Public Administration Degree and other related degrees. Applicant must be able to work a flexible schedule including some nights and weekends.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, and pulling. Sedentary position with the ability to see, read, talk, handle or feel objects and controls. Physical abilities include frequent light lifting up to 10 lbs. and occasionally up to 20 lbs., walking, standing, pushing, reaching and grasping. The noise level in this environment is usually quiet in an inside office setting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10/15

Bargaining Unit: Non-bargaining

FLSA: Non-Exempt

Pay Grade/Group: 19/50

Location: Purchasing

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 268

COLLECTIONS SPECIALIST

SUMMARY

Under limited supervision performs accounting and clerical duties associated with collecting and monitoring the City's delinquent account receivables; work is performed in the Finance Department.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews existing collection practices, contracts, City ordinances and resolutions and state/federal laws governing collections and makes suggestions to improve collection efforts;
- Develops general collection procedures and standard operating procedures for analyzing properties with City liens and other encumbrances;
- Develops written policies, standard operating procedures, and forms for payment plans and settlements with debtors;
- Manages contracts with the City's outside collection agency and prepare monthly reports detailing collection efforts for review by the Finance Director;
- Develop a mechanism for identifying properties with multiple City liens to streamline effective collection actions;
- Acts as a liaison between the Finance Department and other City departments in enforcing collection policies and procedures and coordinate collection activities with the City Attorney's Office and outside collection agencies/attorneys;
- Make recommendations for special and/or temporary programs to increase collections and promote compliance (Eg. Amnesty Programs);
- Identify opportunities for improving the effectiveness and efficiency of information systems related to collections;
- Input data and create spreadsheets and reports that analyze the progress of collection efforts;
- Prepares collection correspondence and follows up on delinquent accounts with individuals who wish to negotiate payments plans and/or settlements with the City;
- Regularly coordinate with the City's Community Redevelopment Agency and Office of Housing and Urban Improvement and other City departments for strategic collection enforcement efforts;
- Processes write-offs and account adjustments based on approved payment/settlement plans, as appropriate;
- Responds to customer inquiries/complaints; and
- Provides training/feedback to City departments on how to improve collections.
- Performs related duties as assigned.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of collection practices, laws, and techniques.
- Knowledge of basic accounting principles and procedures.
- Knowledge of customer service principles and techniques.
- Ability to use general office equipment such as telephone, fax, printers, copiers, calculators, and computers.
- Ability to deal effectively with the general public.
- Ability to resolve customer service issues.
- Ability to analyze and problem solve accounts.
- Ability to communicate effectively, both orally and in writing.
- Ability to use spreadsheets.
- Able to make efficient use of Internet resources.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Associate degree from an accredited college or university in Business Administration or related field, and five (5) years municipal or county government delinquent collections experience. A valid Florida driver's license is required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

8/15

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 28/50

Location: Finance Department

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 272

SENIOR PLANNER

GENERAL

This is a senior level position in the Planning and Zoning Division. The individual in this position is responsible for the execution, development and implementation of the division's work programs, projects and studies. This position provides supervision, training and direction to subordinate staff. Work is performed with considerable independence and initiative under the direction of the Principal Planner. Some functions are similar to those of the Planner level, though the Senior Planner often leads or is significantly involved with larger, more complex planning assignments.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise, train, counsel, and direct Zoning Technicians and/or planners
- Oversee the department's advisory board process
- Manage the division's building permit review process
- Conduct technical research studies and provide technical advice
- Prepare interpretations and policies related to code implementation and department wide procedures
- Review building permit plans for compliance with the applicable Zoning Code and Sign Code requirements.
- Process applications and requests for Site Plan Approval, Plat, Special Exception, Variance, Temporary Permit, Abandonment, Rezoning, Adjustment of Development Standards, etc.
- Review, process applications, prepare reports, and make recommendations for the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission.
- Make presentations before the Development Review Committee, the Architectural Appearance Committee, the Planning and Zoning Board, the Zoning Board of Appeals, and the City Commission.
- Propose code amendments and additions to the Zoning Code and Sign Code.
- Perform and initiate related work as required.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of sources of information, current literature and recent developments regarding urban planning.
- Knowledge of research techniques.

- Knowledge of public administration with particular reference to county and municipal administration.
- Knowledge of Microsoft Word, Excel and GIS
- Skilled at problem-solving to gather relevant information to solve less well- defined planning problems
- Ability to interpret construction drawings and site plans.
- Ability to communicate and express ideas effectively both orally and in writing.
- Ability to present and discuss ideas to groups of people.
- Ability to read and interpret city ordinances and related legal documents.
- Ability to prepare and present complex reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Master's degree in Urban Planning, Landscape Architecture, Civil Engineering or related field required. AICP certification preferred. Two years of professional work experience in planning required. Three years of experience and supervisory experience preferred. The Sr. Planner must have the knowledge of the Florida Growth Management Act (Chapter 163) and Broward County Land Use Plan. Advanced professional planning experience of comprehensive planning, land use, and zoning codes are required. Strong analytical, writing and verbal skills are required. Experience with computer is necessary.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, crawling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 08/15

Bargaining Unit: General Employees

FLSA: Exempt

Pay Grade/Group: 29/50

Location: Development Services

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 290

CAPITAL IMPROVEMENT PROJECT MANAGER

GENERAL

This is a highly responsible professional and managerial position that oversees the City's Capital Improvement Projects. Work is performed under direct supervision of the City Engineer in the Engineering Department.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides independent analysis/preparation of cost estimates for proposed design-build and construction during contract negotiations.
- Evaluates and reviews design and construction reports and documents for accuracy.
- Administers the preparation and processing of construction cost estimates and proposed construction completion schedules.
- Reviews and coordinates approvals for contract change orders, Agenda Reports, professional service agreements, budget resolutions, amendments, work authorizations and final payments.
- Establishes and maintains systems, and a database of, capital project costs and schedule estimates.
- Assists consultants and contractors in dealing with the County relative to project estimates, schedules, contract documents, payments, and other items as required.
- Plans and develops internal policies and procedures as they relate to construction project management.
- Researches and prepares position statements with recommendations regarding capital construction program policy and procedure.
- Performs related duties as assigned.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of engineering, architecture, construction management, and project management as applied to maintaining and updating project cost and schedule estimates.
- Knowledge of the principles and practices of project management and construction contracting.
- Knowledge of engineering principles.
- Knowledge of how to read architectural and engineering drawings on AUTOCAD.
- Knowledge of information management policies, practices, and techniques.

- Knowledge of practices, trends, developments and information sources in the field of construction project cost and schedule estimating.
- Knowledge of government procurement procedures.
- Knowledge of government funding, budgeting, and purchasing requirements.
- Knowledge of accounting principles relative to budget and construction contract adherence.
- Skill in using MS Office and any other software/applications.
- Skill in drafting and giving presentations.
- Ability to express ideas and communicate effectively, both orally and in writing.
- Ability to review highly technical and complex construction documents.
- Ability to gather and analyze data and prepare written reports on findings.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to perform in a demanding environment and produce high-quality work products in a timely manner.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution in Project or Construction Management with coursework in Accounting and/or Finance and 4 years experience in managing construction projects and contracts.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 09/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 34/50

Location: Engineering Department

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 323

CEMETERY SEXTON

GENERAL

Work is performed under general supervision. Oversees plans and participates in the daily operation and maintenance of the City's cemetery. Provides consolation and consultation services to the bereaved.

EXAMPLES OF ESSENTIAL DUTIES

- Schedules and supervises crew in performing cemetery and columbarium maintenance activities, columbarium entombment, and other related amenities, such as, planting and trimming hedges and shrubs, grading and sodding graves, seeding, watering fertilizing, and mowing.
- Lays out burial plots according to maps.
- Perform administrative record keeping of lot sales, burials, location of graves; sells burial plots and memorials.
- Communicates with Funeral Directors and families.
- Handles concerns of the family members, such as, scheduling funerals, opening of graves, and making other funeral arrangements.
- Operates tractor for digging graves, when needed.
- Checks grave markers list and supervises the placing of markers and monuments
- Handles complaints and grievances from the public
- Prepares budget and revenue sources and projections
- Prepares periodic and special progress reports.
- Performs related duties as assigned.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of supervisory and administrative methods, procedures, principles, techniques and practices.
- Knowledge of clerical and financial records keeping in connection with cemetery business operations.
- Knowledge of the occupational hazards and safety precautions of the work and related equipment, tools and machinery operation.
- Knowledge of State, County, and local laws and regulations pertaining to cemetery operations.
- Knowledge of the type of clients served by cemetery employees.
- Ability to plan and supervise the work of maintenance personnel
- Ability to read and interpret cemetery map; tact in dealing with the public.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.
- Ability to communicate effectively, written and oral.

MINIMUM QUALIFICATIONS

High School Diploma or GED, an associate degree is preferred, and 2-4 years of experience in cemetery and grounds keeping work, including some supervisory or lead experience, or any equivalent combination of training and experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous physical labor. Ability to lift up to 100 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate CDL (Class B) Florida driver's license and an acceptable driving record

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

10/15

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 21/50

Location: Public Works

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 474

ANALYTICS ASSISTANT

GENERAL

Responsible administrative, technical and clerical work in the collection, analyzing and reporting data. Performs a variety of functions related to data analysis, projects tracking and general administration. Work is performed under little direct supervision. Must possess intellectual curiosity and a commitment to data integrity and accuracy.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs timekeeping and payroll functions for the unit.
- Enters requisitions, tracks purchase orders and maintains unit purchasing/vendor files.
- Tracks and enters data for the strategic plan, benchmarking and efficiency groups performance.
- Assists with budgeting and preparation of budgeting documents.
- Tracks capital replacement project account activity and documents.
- Tracks grant activity and assists with report preparation.
- Analyzes data and prepares reports to management.
- Downloads budgeting reports for review and analysis.
- Assists with document/manual preparation.
- Prepares documentation for Commission meetings for Capital Improvement Projects and other Department projects.
- Sets up meetings and prepares agendas/minutes.
- Performs related work as required.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain accurate records and prepare detailed reports.
- Demonstrate proficiency with Microsoft Office programs. Proficiency with purchasing and work order databases preferred.
- Ability to track and analyze data in order to provide trends and identify opportunities for department improvement.
- Must communicate and interact with other employees and the public effectively using common English in both verbal and written format.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Associates degree in Business, Analytics or other related field with 3 years experience. Bachelor's degree preferred. Utilities experience a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, computer and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Incumbent will be required to work extended hours during and after hurricanes or other disasters.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A comparable amount of training and experience may be substituted for the minimum qualifications.

10/15

Bargaining Unit: Non-bargaining

Pay Grade/Group: 19/50

FLSA: Non-Exempt

Location: Utilities

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 589

SANITATION SUPERVISOR

GENERAL

This position is responsible for assisting the Solid Waste Operations Manager in developing, supervising and planning the citywide recycling program with city, residential and commercial property owners. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in verifying hauler accounts and/or frequency of service by interacting with solid waste collection customers.
- Provides staff assistance to an administrative superior in specially assigned areas of operations.
- Instructs residents on procedures for collection of bulk trash/garbage/recyclables.
- Trains, coaches, evaluates, and reviews subordinates.
- Performs related work as required.
- Monitor contracted solid waste hauler performance to assure that all solid waste activities are performed as stipulated in the solid waste contract with the private vendors.
- Assists with all forms, compliance certifications and reports required regulatory agencies.
- Assists with local Hazardous Waste Collection Program.
- Enforces solid waste and recycling statutes, ordinances, and regulations.
- Visually inspects locations to determine compliance with local ordinances, regulations and codes with emphasis on solid waste and recycling compliance. Not limited to public trash cans, parks and other areas prone to illegal dumping.
- Interacts with solid waste contractor to investigate and resolve complaints.
- Deliver recycling bins to residents upon request.
- Routinely monitors city for matters pertaining to solid waste and recycling issues; schedule may require beginning at 6AM, ending after 7PM, including working on Saturdays and/or Sundays.
- Writes violation reports and other required department documentation and delivers notices of violations.
- Issues notices or orders to landlords and/or occupants with regard to violations of the solid waste ordinance, regulations and codes and conducts follow-up investigation for compliance.
- Assists other departments with solid waste violations and issues.
- Implements special projects, as needed.
- Assists and responds to customer complaints and other issues that arise.
- Maintains reports of activities as required.
- Operates one or more of the following list of equipment and/or machines: Front-end loader, bucket truck, backhoe, rear/side loading garbage truck, and dump truck.
- Occasionally operates smaller equipment.
- Performs manual laboring tasks.
- Performs routine first echelon maintenance to the equipment.
- Performs related work as required.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the City's solid waste regulations, contracts, and other applicable state or county laws.

- Knowledge of the standard terminology, techniques, and practices of contract compliance.
- Ability to read maps and interpret jurisdictional boundaries.
- Ability to investigate potential flow control violations.
- Ability to engage in field work for extended periods and occasionally under adverse conditions (odorous and potentially confrontational).
- Ability to work very early a.m. hours on a regular basis and/or hours as dictated by the Director, which may include weekends.
- Ability to read maps.
- Ability to work independently and as part of a team.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret codes, ordinances and regulations.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High School diploma or equivalent. An Associates' Degree or higher in Environmental Sciences or related field is preferred. Must have at least (2) years of full-time technical or professional experience in environmental, sanitation or solid waste operations. Must possess or obtain a Level I Code Enforcement certification within 12 months of employment. Certification must be from the Florida Association of Code Enforcement (F.A.C.E.) and is required to be maintained.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Abilities include walking, standing, bending, climbing, kneeling, reaching, pushing, grasping, crouching, balancing, and pulling with the ability to move up to 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside exposure to all weather conditions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate Class B Commercial Driver's License (Class A preferred) and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

08/15

Bargaining Unit: Non- Bargaining

FLSA: Exempt

Pay Grade/Group: 24/50

Location: Public Works

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE

FLEET OPERATIONS SUPERVISOR

GENERAL

Highly skilled mechanical work of the journeyman that involves routine servicing and repairs of automobiles, trucks, tractors, lawn equipment. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies. Work is performed under general supervision of the Fleet Operations Manager.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates outside vender repairs.
- Assures safe shop safety practices. .
- Generates work orders; schedules and prioritizes daily work. Checks work orders for completion and closes out work orders daily.
- Assist in Establishes procedures to comply with OSHA, Federal, State, County and City regulations.
- Supervises, coaches, trains, and evaluates subordinates.
- Makes determination if repair can be done now or must remain in shop.
- Prints and reviews PM schedule.
- Calls, using department to schedule repairs or PMs.
- Assigns priority based on type of equipment.
- Spot-checks completed work to insure correctness.
- Contacts using department upon completion of service.
- Reviews parts usage and inventory. Orders and receives stock parts. Follows up with vendors regarding parts and repairs.
- Make sure the office and shop is clean and uncluttered.
- Inputs parts into computer.
- Performs related work as required.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and techniques of automotive design and mechanical repair.
- Knowledge of the methods, materials, and tools required for automotive shop management.
- Knowledge of occupational hazards and safety requirements.
- Knowledge of the basic characteristics of equipment.
- Skill in the use of servicing equipment and tire repair tools.
- Ability to communicate effectively with the public both orally and in writing.
- Ability to follow oral instructions.

- Ability to schedule maintenance and keep records.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from High School or possession of an acceptable equivalency diploma. Considerable experience as a journeyman mechanic in automotive, heavy equipment and diesel repair and electrical, hydraulic, and pneumatic systems. Experience in the supervision of mechanics and any related field. ASE Certification highly recommended.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine, Unusual situations of walking, lifting, climbing, carrying, bending, kneeling, stooping, reaching, handling, sitting, standing, pushing and pulling and other configuration while working on, in or under vehicles or heavy equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate (Class A or Class B) driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

08/15

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 24/50

Location: Public Works Department

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 608

ENGINEERING TECHNICIAN

This is a technical position that works with Geographic Information System (GIS) and assists in the review of plans, designs and field work related to analysis and observation of engineering projects.

Employees in this class process complex line work and basic GIS analyses; prepare and assemble detailed maps; and prepare graphic presentations. Duties include reading and interpreting source documents, such as civil engineering plans, plot maps, legal descriptions, and entering required data into the GIS. Work involves assisting engineers, project managers, the GIS Coordinator, and contractors in the review and correction of engineering plans, and designs for a variety of City projects. Work requires the exercise of independent judgment in planning and carrying out assignments with a professional superior available for assistance in handling complex work situations.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with the development and maintains the geographic information systems (GIS) databases, map documents, and online assets, using Environmental Systems Research Institute's (ESRI) GIS software, and AutoCAD software; performs quality control checks to ensure the integrity of the databases.
- Assists creating maps and drawings, such as site plans, floor plans, engineering standards, utility plans, using GIS and AutoCAD software.
- Reviews and analyzes plans and design specifications with professional engineers, contractors, project managers and other interested parties.
- Assists in the revisions and preparation of final plans and designs for a variety of City projects; tabulates quantities and cost estimates.
- Performs GIS software operations such as topological processing and spatial queries.
- Generates and assembles computer maps for specific purposes.
- May collect field data utilizing Global Positioning System (GPS) technology.
- Provides City GIS data, Utility Maps, Right of Way Maps, City Standards, and As Built Drawings for use by consultants, contractors, developers, architects, engineers, planners, land surveyors, utility companies, other government agencies and the general public.
- Conducts mapping research, in the field and office, to resolve conflicting information and to verify the accuracy of data.
- Prepares graphic presentations.
- Performs related work as required.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the standard terminology, techniques, and practices of engineering technology appropriate to the area of assignment.
- Knowledge of Environmental Systems Research Institute's (ESRI) GIS software and Computer Aided Design AutoCAD software.

- Knowledge of the principles, practices, techniques, and instruments of engineering drafting.
- Ability to perform technical computations, analyze complex data, and prepare plans based on findings.
- Ability to read and interpret maps, construction plans, plats and legal descriptions, pertinent to the area of assignment.
- Ability to make independent investigations to verify the accuracy of data.
- Knowledge of computers and operating systems.
- Knowledge of graphic workstations.
- Knowledge of input/output devices such as scanners and large format printers.
- Knowledge of relational databases and basic Structural Query Language (SQL).
- Knowledge of GPS technology and data collection techniques, as required, depending on the area of assignment.
- Ability to work cooperatively with other city departments.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

MINIMUM QUALIFICATIONS

Have successfully graduated from a standard high school or possess a G.E.D. certificate from an accredited issuing agency, preferably supplemented by college-level coursework in Geographic Information Systems, computer science, civil engineering, urban planning, geography, engineering technology or a related field. Possess at least one (2) year of paid work experience using Environmental Systems Research Institute's (ESRI) ArcMap GIS software and AutoCAD software. Completion of two years of coursework at an accredited college or university in one of the fields described above, which included at least six (6) semester hours of GIS coursework, may be substituted for the experience requirement.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as nominally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Lift to medium lifting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev 09/15

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 24/42

Location: Engineering

GERS: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 709

FIRE RESCUE LIEUTENANT

GENERAL

Under the general supervision of the Captain, is responsible for extinguishing fires, rescuing persons and property from danger, perform salvage and related follow-up work, and perform life-saving rescue techniques as part of a rescue operation or as part of other emergency operations. Paramedic skills are performed in accordance with established medical protocols. Incumbents are required to oversee and direct personnel assigned to their Rescue vehicle in conjunction with the Captain and Battalion Chief. Duties involve an element of personal danger and incumbents must be capable of functioning as an integral part of a work unit in order to ensure the safe and efficient performance of duties. Work is reviewed through written reports and observation for adherence to policies and procedures.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responds to emergencies with a Rescue company.
- Answers medical emergencies on a Rescue company as part of an advanced life support transport unit.
- Recognizes acute symptoms requiring immediate care; administers life-saving rescue procedures to injured or afflicted persons.
- Performs a leadership and supervisor role on an ALS Rescue company.
- Ability to operate defibrillator, portable suction units, resuscitators, ECG units and other emergency medical equipment.
- Removes, extricates, and rescues persons from danger.
- Prepare and/or review all reports regarding emergency medical incidents, inventory control, controlled medication records; insure inventory levels are adequate.
- Assist each Station Officer in the preparation of evaluations of Paramedics and emergency medical technicians on a continuing basis.
- Connects hose to hydrants and pumps; joins hose sections and connects nozzles to hose; enters burning buildings with or without hose lines; operates nozzles and directs a stream of water or fog on fires.
- Operates fire extinguishers and similar equipment in extinguishing fires; raises and climbs ladders; ventilates burning buildings to remove smoke and gases.
- Makes daily inspections of apparatus and equipment and notifies supervisor of defects; performs cleaning and maintenance tasks in and about assigned station.
- Performs salvage operations including throwing salvage covers, sweeping water, removing debris and placing smoke ejectors.
- Recognizes hazardous material situations: makes identification of unknown substances through the use of specialized testing equipment: sets up decontamination procedures: assists state agencies in the removal/disposal of hazardous materials.
- Aids in the mitigation of other emergencies as directed by supervisor.
- Attends instruction sessions on firefighting methods, equipment operations, rescue procedures, hazardous materials mitigation, and related subjects; may conduct drills and classes in these and other areas.
- Provides educational information and lectures to community organizations and schools.
- Performs medical quality assurance activities.

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.