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**CIVIL SERVICE BOARD
AGENDA
FEBRUARY 9, 2010 AT 6:30PM**

CALL TO ORDER

ROLL CALL

NEW BUSINESS:

1. Approval of Civil Service Board Minutes for meeting on January 12, 2010
2. Approval of classification(s) below:
 - Equipment Operator
3. Civil Service Rule amendments:
 - Section 2-151. Holiday Leave
 - Section 2-152. Paid time off
 - Section 2-170. Economic distress actions

OLD BUSINESS:

None

ADJOURN

This meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's Office by telephone: 954.630.4300, or via Fax: 954.630.4302 for information or assistance.

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, the person will need a record of the proceedings, and that, for such purpose, the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

I, the undersigned authority, certify the above Notice of Meeting of the Civil Service board is a true copy of the Notice posted in City Hall at the appropriate locations.

Posted: 2/4/10

By: Board Liaison



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MINUTES
CIVIL SERVICE BOARD MEETING
JANUARY 12, 2010 AT 6:30PM

The regular meeting of the Civil Service Board of the City of Oakland Park, Florida was called to order at 6:30pm by Dennis Buchta, Vice Chair.

ROLL CALL

Present:

Dennis Buchta, Vice Chair
Dr. Dorothy Orr
Henry Ouzts
Hope Gold

Also Present:(ATTORNEY,LIASION,& SECRETARY)

Lynn McCaffrey, Board Secretary
Sara-Lou Annakie, Liaison

Absent:

Nicole Hollar, Chair

MINUTES

Board member Dorothy Orr moved to approve the minutes of November 10, 2009, seconded by Board member Hope Gold which prevailed by the following vote:

Yes: Vice Chair, Dennis Buchta, Board member Henry Ouzts, Board member Dorothy Orr, Board member Hope Gold.

NEW BUSINES

1. Civil Service Rule amendments: addition of one position.

- Section 2-83. The City Service.
 - Manager of Technology, Strategy & Applications

Board member Dorothy Orr moved to approve the Civil Service amendments board member Hope Gold seconded the motion.

Yes: Vice Chair, Dennis Buchta, Board member Henry Ouzts, Board member Dorothy Orr, Board member Hope Gold.

2. Re-appointment of Board member Dennis Buchta.

Board member Hope Gold moved to approve the re-appointment of Dennis Buchta board member Henry Ouzts seconded the motion.

Yes: Board member Henry Ouzts, Board member Dorothy Orr, Board member Hope Gold.

OLD BUSINESS

None.

PUBLIC COMMENTS

None.

There being no further business, the meeting was adjourned at 6:36pm.

Dennis Buchta, Vice Chair

Lynn McCaffrey, Board Secretary

EQUIPMENT OPERATOR

GENERAL DEFINITION

Employees in this classification perform skilled work in the operation of construction maintenance and service equipment. An employee in this class is responsible for the safe and efficient operation of specialized equipment requiring considerable training in proper methods, procedures and techniques. Work may be hazardous and requires a high degree of mental alertness and independent judgment. Assignments are received in the form of verbal or written general work orders or in detailed instruction accompanied with prepared plans. Work is performed under close supervision of the Crew Leader, Foreman or Director.

ESSENTIAL JOB DUTIES

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

- Operates various types of construction, maintenance and service equipment, including, but not necessarily limited to, bulldozers, motor graders, hoists, cranes, backhoe, loader or combination units, asphalt spreaders, pavers or rollers.
- Equipment may be in fixed locations, wheeled, tracked or trailer vehicle mounted, and may be designed for multi-purpose use and utilize various special attachments.
- Operates specialized equipment such as hoists, bucket trucks, vacuum and pressure cleaning units, (e.g. Vactor Trucks) work barges and aquatic harvester units.
- Operates light equipment according to the requirements of assigned tasks, e.g., power saws, cutters, drills, rams, spreaders, pressure injectors or sprayers.
- Provides preventative maintenance adjustments and maintains lubrication service schedules of assigned equipment and appurtenances.
- Reads, interprets and follows plans and line drawings.
- Follows established line or grade controls.
- Prepares and maintains required records and reports.
- Performs and/or assists in grounds maintenance activities, e.g., re-sodding, grading, lining.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge in the principles and methods of operating assigned equipment.
- Substantial knowledge of safety in the operation and use of equipment and of the related hazards and precautions.
- Substantial knowledge of methods and materials used in municipal property maintenance.
- Substantial knowledge of methods and materials used in public works construction and excavation.
- Broad knowledge the proper placement of barricades and signage for road and lane closures needed for the protection of vehicular and pedestrian traffic.
- Working knowledge of horticulture in the planting and maintenance of public lands.
- Ability to effect minor repairs and adjustments to assigned equipment and to identify and report operational defects.
- Ability to understand and follow verbal and written instruction.
- Ability to prepare written records of work performed.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.

EQUIPMENT OPERATOR

- Ability to read, interpret and apply instructions and problem-solving techniques contained in technical specifications applicable to the assigned projects / tasks.
- Ability to provide guidance and instruction to lesser skilled staff on equipment operation.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by three (3) years previous experience operating various types of medium construction and service equipment (as listed herein). Must hold a State of Florida Class B Driver's License with Tanker Endorsement. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: ~~January 31, 2006~~

Sec. 2-151. Holiday leave.

The following holidays will be observed by the city's employees unless such employees are required to be on regular duty are: New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day, and such other days as may be designated from time to time by the city commission. When a holiday falls on a Saturday, the preceding Friday shall automatically be designated a holiday for employees who do not normally work on Saturdays. When a holiday falls on a Sunday, the following Monday shall automatically be designated the holiday for those employees who do not normally work on Sundays.

Employees shall be paid eight (8) hours for holidays designated by the city at their regular rate of pay. Temporary employees and part-time employees with at least six (6) months' continuous service shall receive prorated holiday pay. Employees must be in an active status and must work all hours scheduled before the holiday, the scheduled hours after the holiday, and the day of the holiday (if scheduled to work) or be on scheduled authorized leave to be eligible to receive holiday pay, unless a doctor's note is submitted indicating the employee was unable to work.

Employees who are required to work on a designated holiday will receive the holiday pay described above and also be compensated at their regular rate for the hours actually worked on the holiday.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2008-004, § 2, 1-9-08)

Sec. 2-152. Paid time off.

(a) All non-probationary employees will receive paid time Off (PTO). The paid time off provides regular and part-time staff members with a bank of time away from work with pay. Paid time off (PTO) may be used for vacation, personal time, appointments, illness or time off to care for dependents. PTO must be scheduled in advance and approved by your supervisor in accordance with department policy. Employees will have individual responsibility to manage their paid time off.

(b) PTO is earned each pay period based on regular hours worked or when the employee is in paid status during holiday leave, bereavement leave, and jury duty leave (maximum of forty (40) hours).

Employees must use any accrued PTO prior to being granted any unpaid leaves.

(c) In cases of unforeseen illness or emergency, you must notify your supervisor/department at least one (1) hour prior to the start of your scheduled shift, or in accordance with department procedure.

(d) The amount of PTO accrued each year is as follows:

(1) Employees hired before October 1, 1987.

TABLE INSET:

Years of Service	(40 Hrs/Week) Biweekly Accrual	2080 Hrs/year Annual Accrual	Maximum Accrual (Hours)
20+ yrs.	11.38 hrs	296.0 hrs	528 total hours

(2) Employees hired between October 1, 1987 and Sept. 30, 1994.

TABLE INSET:

Years of Service	(40 Hrs/Week) Biweekly Accrual	2080 Hrs/year Annual Accrual	Maximum Accrual (Hours)
14+ yrs.	9.85 hrs	256.0 hrs	448 total hours

(3) Employees hired after September 30, 1994.

TABLE INSET:

Years of Service	(40 Hrs/Week) Biweekly Accrual	2080 Hrs/year Annual Accrual	Maximum Accrual (Hours)
0--1 yrs.	5.54 hrs	144.0 hrs	288 total hours
2--7 yrs.	6.77hrs	176.0 hrs	288 total hours

8--14 yrs.	7.69 hrs	200.0 hrs	336 total hours
15--19 yrs.	8.31 hrs	216.0 hrs	368 total hours
20 +yrs.	8.92 hrs	232.0 hrs	400.0 total hours

(e) PTO will not be earned for any scheduled time when the employee is absent from work in connection with excused or unexcused absences without pay, including unpaid leave of absences, short term disability, workers compensation leaves, or long-term disability.

(f) PTO is not earned for supplemental straight time hours worked beyond an employees regular schedule or overtime hours.

(g) After an employee has successfully completed six (6) months of continuous service PTO may be taken as earned and is retroactive to their start date.

(h) On voluntary separation, layoff or retirement from employment, an employee will be paid the value of fifty (50) percent of a maximum two hundred forty (240) accrued PTO hours. Employees who are terminated from employment for disciplinary reasons receive no payout of PTO.

(i) Under no circumstances will an employee be paid out for more than one hundred twenty (120) hours.

(j) Current accrued vacation leave will be placed in a vacation reserve bank. The value of the vacation leave for purposes of payout will be calculated at the employee's base rate of pay effective September 30, 2008. Vacation reserve time scheduled and used will be paid at the employee's current rate of pay.

Upon leaving the city's service in good standing, employees shall be paid for unused vacation reserve leave.

(k) The first full pay period in June, 2009, each employee's accrued sick leave balance will carry forward to hours in a sick leave reserve account (SLRA). Hours from the SLRA can be used only in the following events:

1. Continuous absence due to personal illness or injury lasting (54) consecutive days or longer accompanied by a physician note indicating the employee was unable to work.

2. Absence due to personal illness or injury that qualifies under Family Medical Leave

3. Absence due to a family member's serious medical condition as qualified under Family Medical Leave providing all PTO and Vacation Leave time has been exhausted.

Once the sick leave reserve hours are exhausted, they will not be replenished.

(Ord. No. O-2006-006, § 2, 5-3-06; Ord. No. O-2008-004, § 2, 1-9-08; Ord. No. O-2009-012, § 2, 6-3-09)

Sec. 2-170. Economic distress actions.

(a) In the event of an economic distress confronting the city, commission has the authority by resolution to impose the following temporary actions:

- (1) Temporarily implement furloughs (not to exceed twelve (12) days in a year).**
- (2) Temporarily implement holiday furloughs (unpaid holidays)**

| (b) This provision of the civil service rules will expire on September 30, 20120.

(Ord. No. O-2009-012, § 2, 6-3-09)