

Meeting Date: 7/13/10

Agenda Item

22

REQUESTED COMMISSION ACTION:

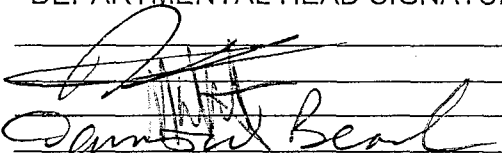
Consent	x	Ordinance	Resolution	Consideration/ Discussion	Presentation
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SHORT TITLE AN ORDINANCE AMENDING CHAPTER 34; "CITY POLICY", OF THE CITY OF POMPANO BEACH CODE OF ORDINANCES BY AMENDING SECTION 34.107, "POSITION CLASSIFICATION PLAN" BY CREATING THE POSITIONS OF LOGISTICS MANAGER, AND OCEAN RESCUE LIEUTENANT ; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Summary of Purpose and Why:

This Ordinance will effect changes to the Classification Plan to reflect the addition of the Logistics Manager in the FY 2009-2010 Budget. Ocean Rescue Lieutenant is added to reflects the recent transfer of the Ocean Lifeguard division to the Fire-Rescue Department and to differentiate the duties of the Pool Lt from the ocean rescue operation.

- (1) Origin of request for this action: Human Resources
- (2) Primary staff contact:: Michael Smith 786-5549
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: No Impact. Changes are within the appropriations approved in the FY 2009-2010 Budget

<u>DEPARTMENTAL COORDINATION</u>	<u>DATE</u>	<u>DEPARTMENTAL RECOMMENDATION</u>	<u>DEPARTMENTAL HEAD SIGNATURE</u>
<u>Budget</u>	<u>06.10.2010</u>	<u>Approve</u>	
<u>Human Resources</u>	<u>06.10.2010</u>	<u>Approve</u>	
<u>City Manager</u>		<u>Approve</u>	

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>
<u>Workshop</u>		
<u>1st Reading</u> <u>6/22/10</u>	<u>1st Reading</u>	<u>Results:</u>
<u>APPROVED</u>		<u>Results:</u>
<u>2nd Reading</u> <u>7/13/10</u>		

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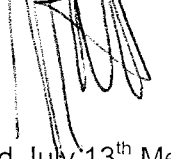
MEMORANDUM

June 11, 2010

TO: Dennis Beach, City Manager

FROM: Mike Smith, Human Resources Director

SUBJECT: Classification Plan Amendment – June 22nd and July 13th Meetings



This item will amend the classification plan pursuant to Chapter 34.107 as follows:

New Positions

Logistics Manager is a civilian position to manage the logistics function in the Fire-Rescue Department which was added in the FY 2009-2010 Budget.

Ocean Rescue Lieutenant job description is being created to more clearly differentiate the duties and qualifications of the Lieutenants in the Ocean Rescue function who are in the Fire-Rescue Department from those of the Lieutenants at the pools as part of the Parks and Recreation Department. There are no actual new positions being added.

Both of the above were previously authorized in the adopted FY 2009-2010 budget and are reflected in Position Control. No additional funding is required.

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 LOGISTICS MANAGER AND OCEAN RESCUE LIEUTENANT; PROVIDING FOR SEVERABILITY; PROVIDING FOR 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			
<i>Job Code</i>	<i>Job Title</i>	<i>Scheduled Hours Per Week</i>	<i>Position Classification (Pay Grade)</i>
<u>744</u>	<u>Logistics Manager</u>	<u>40</u>	28
<u>924</u>	<u>Ocean Rescue Lieutenant</u>	<u>40</u>	21

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 _____, 2010.

PASSED SECOND READING this _____ day of _____, 2010.

LAMAR P. FISHER, MAYOR

ATTEST:

MARY L. CHAMBERS, CITY CLERK

GBL//mws
06.10.2010

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

LOGISTICS MANAGER

GENERAL

This is a mid-level management position responsible for supervising, monitoring, and coordinating the procurement, storage, inventory, and distribution of the fire department's supplies and equipment. This position also includes responsibility for the operation of the department's warehouse facility, coordination of fire fleet maintenance and repairs, and supervision of a small number of logistics personnel assigned to clerical and material handling duties.

The Logistics Division consolidates the functions of fixed facility and motor fleet maintenance, equipment and supply allocation, as well as procurement and research to facilitate efficient and effective utilization of fire department resources. The goal of this division is to provide quality equipment, services, and facilities to the firefighters of Pompano Beach Fire Rescue in a controlled and expedient manner.

The division administers the inventory and supply distribution network to meet the daily and mission critical needs of Pompano Beach Fire Rescue. This includes everything from fire apparatus and hoses to office and janitorial supplies, station furnishings, fire tools and appliances, equipment, emergency medical supplies, fitness equipment, uniforms, and protective clothing. Finally, this position must provide excellent customer service to the fire department's internal customers, other City departments, and vendors.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees the fire department's supply system that includes the procurement, storage, inventory, and distribution of all equipment and supplies.
- Supervises the operations of the fire department warehouse.
- Coordinates the maintenance and repair of fire apparatus and fleet vehicles with the City Garage.
- Develops and maintains acceptable purchase order and inventory accounting systems.
- Supervises and coordinates all requests for fire facility repairs and maintenance. This includes working with the City Building Maintenance Division, as well as outside vendors and contractors.

- Develops and maintains appropriate division-related records accurately and efficiently.
- Insures quality control of maintenance and repair work, purchased supplies, and equipment.
- Assists in the development of specifications for the purchase of capital equipment.
- Supervises and/or coordinates the maintenance, repair, and availability of all safety equipment, including self contained breathing apparatus (SCBA), bunker gear, firefighting footwear, etc.
- Supervises and evaluates personnel assigned to the logistics division and insures their efficient productivity.
- Assists in developing logistics-related contracts and agreements.
- Assists in the annual fire department budget development, as well as monitoring budget account balances and expenditures related to logistics.
- Assures availability and reliability of logistics functions during times of natural or manmade disasters or large scale emergencies. Establishes and maintains plans, procedures, and contracts to assure uninterrupted operations.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge in the operation of a warehouse, including maintaining inventories, stock amounts, and the distribution of supplies and equipment to multiple facilities.
- Considerable knowledge of the methods and management as applied to the maintenance and repair of fire apparatus and vehicles.
- Ability to use computer programs including Microsoft Office, records management programs, and network applications.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, apparatus and equipment user guides, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, fire personnel, vendors, and other City department representatives.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume.
- Ability to solve practical problems and deal with a variety of issues regarding building, vehicle, and equipment maintenance.
- Ability to prioritize workload based on the needs of requesting department members or staff.
- Ability to effectively supervise skilled and unskilled employees
- Ability to take a teamwork approach to the job by cooperating with others, offering help when needed, and considering the larger organization and team goals rather than individual concerns.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- 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.

MINIMUM QUALIFICATIONS

Graduate of an accredited college or university with major course work in logistics, transportation, business administration, public administration or closely related field. Knowledge of modern principles, practices, and procedures of firefighting vehicles, equipment and apparatus. Considerable experience in warehouse operations and automotive repair. A working knowledge of building construction components and methods is preferred. Must be computer literate and have a working knowledge in the use of Microsoft Office.

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. Frequent heavy lifting up to 50 lbs. and occasionally up to 100 lbs., climbing, kneeling, crouching, balancing, reaching, standing, walking, pushing, pulling, and grasping. 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. Ability to climb on and under equipment to inspect work or to check out problems. Ability to drive a vehicle and tolerate moderate noise levels.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate Florida Driver's License and have an acceptable driving record.

Created: 06.2010

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Plan: 28/50

Retirement: GERS Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

OCEAN RESCUE LIEUTENANT

GENERAL

Technical and supervisory work patrolling the City beach to insure the safety of beach patrons and swimmers.

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.)

- Maintains surveillance of beach patrons and assigned Ocean Rescue Lifeguards, providing a uniformed presence to insure the safety of swimmers and to maximize and evaluate Ocean Rescue Lifeguard vigilance.
- Instructs Ocean Rescue Lifeguards on how to evaluate swimmers using applicable victim detection methods and to evaluate environmental concerns i.e.; marine life, dangerous currents, electrical storms.
- Supervises, instructs and participates in enforcement of all rules, ordinances and State statutes governing public beaches operations to prevent accidents and maintain order.
- Instructs, evaluates and participates in assisting or rescuing swimmers in distress utilizing appropriate rescue techniques.
- Prepares records and reports required by Fire Rescue, USLA and State.
- Assists in scheduling and conducting water safety lessons, lectures and educational programs for schools, organizations and the general public.
- Assists in the procurement of materials and equipment used in the operation of public beaches.
- Supervises and participates in the regularly scheduled maintenance of vehicles, equipment, buildings and facility areas.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of local and State water safety rules and regulations; hazardous currents and marine life.
- Ability to handle distressed swimmers and patrons,
- Ability to implement emergency action plans
- Ability to administer emergency medical protocols in stressful situations.

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

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Experience as a Lifeguard. Ability to supervise subordinates. Red Cross Lifeguard Training, CPR and First Aid certifications. Must obtain certifications as an instructor in lifeguard training and water safety, EMT, open water diver, and HIV/AIDS during probationary period. Must pass swimming and rescue skills test.

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, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to pass physical requirements test (e.g., prolonged running in ankle deep sand, swimming through "crashing surf," pulling, lifting and carrying unconscious victims, etc.) Ability to perform frequent lifting up to 25 lbs. The noise level in this environment is mostly quiet in an inside office setting with occasional exposure to adverse weather conditions and moderate to loud noises outdoors.

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.

Created: 06.2010

Bargaining Unit: General Employees

FLSA: Non Exempt

Pay Grade/Plan: 21/42

Retirement: GERS Regular Class