



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

CIVIL SERVICE BOARD
AGENDA
DECEMBER 13, 2016 AT 6:30PM

CALL TO ORDER

ROLL CALL

1. Approval of Civil Service Board Minutes for meeting on November 8, 2016

PUBLIC COMMENTS – At this any person will be allowed to speak on any matter that pertains to City business for the length of time not to exceed four minutes per person.

ITEMS CONSIDERED:

2. Job Classification(s):
 - a. EMS and Professional Development Captain
 - b. Horticulturist
 - c. Horticulturist II

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.

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:

By: Shantella Saunders, Board Secretary

EMS AND PROFESSIONAL DEVELOPMENT CAPTAIN

FLSA: Non-Exempt

Grade 32 \$61,611.17 - \$98,577.87

GENERAL DEFINITION

Employee coordinates Emergency Medical Services (EMS) and Professional Development activities for the Fire Rescue Department. Employee(s) in this classification function as quality assurance / quality control person, ensuring compliance with Federal and State regulatory standards and statutes. The incumbent in this class is responsible for coordination and development of training activities ensuring compliance with all fire and life safety regulatory requirements. Employee may be required to perform duties in hazardous conditions, which involve extreme heat, smoke, toxic substances, and/or heavy physical exertion. Work is performed under the general direction of the Chief of Fire Rescue.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL JOB DUTIES

- Monitors departmental compliance of Federal, State and local statutes and regulatory requirements.
- Participates in various internal and external committees to demonstrate and promote effective departmental quality assurance. Acts as liaison with Medical Director and Operations personnel, County and State Fire and EMS agencies, various hospitals and training agencies.
- Evaluates Emergency Medical Service Program to develop and initiate effective quality assurance programs promoting optimal patient care and the safety of all EMS personnel.
- Researches, develops and recommends effective EMS and Fire Suppression training programs, e.g., fire suppression, Emergency Medical Technician (EMT), Cardio Pulmonary Resuscitation (CPR), Occupational Safety and Health Administration (OSHA) mandated infectious control, trauma life support, pediatric and geriatric care.
- Coordinates and schedules company training and re-certification courses for Fire Department staff, including instructional content, computer based courses, and instructors.
- Attends job related classes and continued education courses to maintain certifications, keep abreast of current methods and services, and enhance job performance.
- Recommends and purchases EMS and rescue equipment and supplies, and training aids and equipment for incorporation into the annual budget.
- Monitors and ensures compliance of department narcotics inventory and disposal processes.
- Assists in interpretation of various laws, ordinances, and regulations relating to emergency medical services and necessary equipment.
- May respond to major events involving EMS, fire suppression, hazardous materials mitigation, and life safety situations.
- Requires regular attendance to scheduled work shifts.

EMS AND PROFESSIONAL DEVELOPMENT CAPTAIN

FLSA: Non-Exempt

Grade 32 \$61,611.17 - \$98,577.87

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of the principles and practices of the organization, applied management, and administration of a municipal Emergency Medical Services.
- Comprehensive knowledge of the Federal, State, County and Municipal laws, ordinances, rules and regulations applicable to municipal EMS operations.
- Comprehensive knowledge of the body of current information resources applicable to the EMS functions for technical research, training development, and special projects.
- Comprehensive knowledge of the principles and techniques applied to EMS training and public education regarding EMS and life safety.
- Comprehensive knowledge of EMS practices, procedures, and protocols.
- Skill in basic and advanced life support procedures, e.g., medications administration, Intravenous (IV) therapy, Echocardiogram (EKG) interpretation.
- Ability to rapidly evaluate and manage a variety of emergency situations to develop and execute effective formation for fire and medical related activities.
- Ability to plan, coordinate and review the work of internal and external training staff in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.
- Ability to evaluate, analyze, and provide recommendations regarding programs for EMS and education to staff and the community.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

- Graduation from a standard high school or equivalent
- Possess a valid State of Florida Fire Service Instructor certification or able to obtain such certification within six (6) months of appointment.
- Possess all valid certifications necessary to perform as a Paramedic within the City of Oakland Park which includes certification or successful completion of:
 - Advanced Cardiac Life Support (ACLS).
 - Pediatric Advanced Life Support (PALS) or equivalent within six months of appointment.
 - ~~Basic Trauma Life Support (BTLS) or equivalent within six months of appointment.~~
 - Cardiopulmonary Resuscitation (CPR).
 - Emergency Vehicle Operators Course (EVOC)
 - ~~Blood Borne Pathogen Course~~
- Posses a valid State of Florida Class "E" Drivers License.

EMS AND PROFESSIONAL DEVELOPMENT CAPTAIN

FLSA: Non-Exempt

Grade 32 \$61,611.17 - \$98,577.87

- Seven (7) years experience in combat firefighting and emergency medical services work including four (4) years experience as a Fire Lieutenant with Oakland Park, or two (2) years experience as a Fire Lieutenant with Oakland Park and hold an Associate Degree in Fire Science or related field, or one (1) year experience as a Fire Lieutenant with Oakland Park, two (2) years' experience as a Rescue Supervisor with Oakland Park. and hold a Bachelors Degree in Fire Science or related field.
- Must hold a State of Florida Fire Officer I Certification.

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PREFERRED

Associate's degree with coursework in a related field preferred.

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.

- Work is typically performed in usual office conditions with rare exposure to disagreeable environmental factors.
- Some tasks involve intermittent exposure to hazardous conditions where heightened awareness and response to surroundings is essential to personal safety.
- Ability to perform tasks for extended periods of time at a keyboard or workstation; ability to exert light physical effort in sedentary to light work, but which involves some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds).
- Ability to perform intermittent physically demanding and stressful work.

SELECTION GUIDELINES

Formal application, rating of education and experience. Oral interview, reference check, and possible supplemental questionnaire and job-related testing. Physical examination and drug screen as required by the Drug Free Workplace Ordinance. Must undergo a background investigation prior to being offered the job.

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

EMS AND PROFESSIONAL DEVELOPMENT CAPTAIN
FLSA: Non-Exempt
Grade 32 \$61,611.17 - \$98,577.87

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

HORTICULTURIST
FLSA: Non-Exempt
Grade 23 \$39,715.11 - \$63,544.17

GENERAL DEFINITION

Provides professional guidance and advisement concerning horticulture, arboriculture, flora, fauna, and landscape management for the City. Employees in this classification are responsible for evaluating the current landscape infrastructure on City grounds and property and providing recommendations regarding modifications/improvements. The incumbent will also supervise other employees completing landscape projects. Position also acts as consultant to the general public regarding planting, care, and maintenance of flora and fauna.

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.

- Provides training and guidance to grounds maintenance staff in the proper care and maintenance of particular flora and fauna as selected by the City.
- Provides training and guidance to grounds and landscape maintenance crews in techniques and methods for the pruning, care and management of flora and fauna.
- Provides for the evaluation and analysis of current landscape architecture on public property and develops recommendations for modifications to improve aesthetics of properties and best practices for economic efficiencies.
- Researches and identifies horticultural and arboriculture improvements for the community; recommendations strategies for addressing landscape concerns accordingly.
- Participates in developing short and long-term goals and objectives for the department in concert with the City's mission, vision, and strategic initiatives.
- Recommends policies and procedures for the efficient management of the City's landscape and natural habitats management.
- Develops recommendations for routine and preventive maintenance of associated disease, growth management and grounds maintenance and design challenges.
- Evaluates the physical integrity of public properties; provides recommendations for new landscape design, replacements, alteration, or additions according to trends and developments in the field.
- Assesses needs and purchases plant materials as needed for parks division installations.
- Performs public relations activities in representing the department and presenting information to citizens, businesses, advisory boards and related entities.
- Receives and responds to citizen inquiries and requests; develops and recommends new/modified plans reflecting the future interests and desires of the community.
- Evaluates the efficiency and effectiveness of functions under charge through community feedback, budget performance, resource allocation, and statistical measures.
- Researches and identifies grant opportunities for projects and programs administered by the department; administers grant funds in accordance with regulatory standards and reporting and documentation requirements.
- Serves as the contract administrator for lawn and landscape maintenance contracts.
- Maintains current knowledge of trends and developments in the horticulture industry for application to functional assignment area(s).

HORTICULTURIST

FLSA: Exempt

Grade 23 \$39,715.11 - \$63,544.17

- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles, practices and industry standards as related to the selection, maintenance and care of flora, fauna and trees for the region of southeast Florida.
- Substantial knowledge of the potential affects of pests, disease and other damaging threats to southeast Florida flora, fauna and trees.
- Substantial knowledge or arboriculture techniques as applied to existing trees on City public grounds.
- Ability to identify strengths and deficiencies in established policies and procedures for grounds maintenance.
- Ability to research alternative solutions to City horticultural concerns and develop recommendations for improving landscape management and maintenance programs.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL REQUIREMENTS

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- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Traverse rough terrain; walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Horticulture, Botany, Environmental Science, or related field; with four (4) years experience in evaluation and training in maintenance, selection and management of flora and fauna systems applicable to the Southeast Florida geographic region; with demonstrated knowledge of the local flora and fauna

HORTICULTURIST
FLSA: Exempt
Grade 23 \$39,715.11 - \$63,544.17

and methods for efficient landscape maintenance and management; or an equivalent combination of education, training and experience.

PREFERRED

[Certified Arborist](#)
[Certified Horticulture Professional](#)
Certified Landscape Inspector
Certified Landscape Designer

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

HORTICULTURIST II
FLSA: Exempt
Grade \$39,715.11 - \$63,544.17

GENERAL DEFINITION

Provides professional guidance and advisement concerning horticulture, arboriculture, flora, fauna, and landscape management for the City. Employees in this classification are responsible for evaluating the current landscape infrastructure on City grounds and property and providing recommendations regarding modifications/improvements. Position also acts as consultant to the general public regarding planting, care, and maintenance of flora and fauna. Position is distinguished from Horticulturalist I as having significant responsibility to identifying and pursuing grants funding opportunities to support the City's horticultural and landscape management initiatives.

Field Code Changed

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.

Field Code Changed

- Seeks out and identifies grant funding opportunities to support the City's horticultural and landscape management initiatives; evaluates applicability of grants and prepares applications.
- Evaluates and refines new and in-process projects for the purpose of maximizing the total grant score, and thereby maximizing the grant monies available for award to the City.
- Prepares agenda items as necessary to gain Commission approval; presents to both the Commission and the granting agencies; processes all grants documentation and participates in meetings for effective coordination.
- Administers awarded grants in compliance with conditions, specifications and timelines, to include coordinating and consulting with City staff, landscape design professional, granting agencies and the public.
- Provides training and guidance to grounds maintenance staff in the proper care and maintenance of particular flora and fauna as selected by the City.
- Provides training and guidance to grounds and landscape maintenance crews in techniques and methods for the pruning, care and management of flora and fauna.
- Provides for the evaluation and analysis of current landscape architecture on public property and develops recommendations for modifications to improve aesthetics of properties and best practices for economic efficiencies.
- Researches and identifies horticultural and arboriculture improvements for the community; recommends strategies for addressing landscape concerns accordingly.
- Participates in developing short and long-term goals and objectives for the department in concert with the City's mission, vision, and strategic initiatives.
- Recommends policies and procedures for the efficient management of the City's landscape and natural habitats management.
- Develops recommendations for routine and preventive maintenance of associated disease, growth management and grounds maintenance and design challenges.
- Evaluates the physical integrity of public properties; provides recommendations for new landscape design, replacements, alteration, or additions according to trends and developments in the field.

HORTICULTURIST II

FLSA: Exempt

Grade \$39,715.11 - \$63,544.17

- Performs public relations activities in representing the department and presenting information to citizens, businesses, advisory boards and related entities.
- Receives and responds to citizen inquiries and requests; develops and recommends new/modified plans reflecting the future interests and desires of the community.
- Evaluates the efficiency and effectiveness of functions under charge through community feedback, budget performance, resource allocation, and statistical measures.
- Maintains current knowledge of trends and developments in the horticulture industry for application to functional assignment area(s).
- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the body of available and current information resources applicable to the field for grants research purposes and for special projects as may be assigned.
- Substantial knowledge or principles and practices of grants administration, including budget development and administration in accordance with specifications and conditions.
- Substantial knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Substantial knowledge of principles, practices and industry standards as related to the selection, maintenance and care of flora, fauna and trees for the region of southeast Florida.
- Substantial knowledge of the potential affects of pests, disease and other damaging threats to southeast Florida flora, fauna and trees.
- Substantial knowledge or arboriculture techniques as applied to existing trees on City public grounds.
- Ability to identify strengths and deficiencies in established policies and procedures for grounds maintenance.
- Ability to research alternative solutions to City horticultural concerns and develop recommendations for improving landscape management and maintenance programs.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

Field Code Changed

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Horticulture, Botany, Environmental Science, or related field; with 7 years experience in evaluation and training in maintenance, selection and management of flora and fauna systems 2 year shall be specific to the Southeast Florida geographic region, including applying for and administering grant awards; with demonstrated knowledge of the local flora and fauna and methods for efficient landscape maintenance and management. [Certified Arborist](#), [Certified Horticulture Professional](#), [Certified Landscape Inspector](#), [Certified Landscape Designer](#), [Registered Chemical Spray License](#). Requires valid State of Florida Driver's License.

HORTICULTURIST II
FLSA: Exempt
Grade \$39,715.11 - \$63,544.17

PHYSICAL REQUIREMENTS

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- The ability to stand, sits, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Traverse rough terrain; walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

Field Code Changed

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 other employees. Requirements are representative of minimum level of knowledge, skills and ability.