

7. **CONSENT AGENDA**

- c. **RESOLUTION 08-116 APPROVING THE RESULTS OF THE ANNUAL JOB AUDITS CONDUCTED TO ENSURE COMPETITIVENESS IN THE LABOR MARKET AND TO RECOGNIZE SPECIFIC POSITION CHANGES IN DUTIES AND RESPONSIBILITIES; ADOPTING REVISED JOB DESCRIPTIONS TO REFLECT CURRENT JOB DUTIES; ESTABLISHING PAY RANGES FOR ALL JOB CLASSIFICATIONS; AUTHORIZING THE CITY MANAGER TO AMEND JOB DESCRIPTIONS AS NECESSARY TO KEEP SUCH DESCRIPTIONS CURRENT; AND PROVIDING AN EFFECTIVE DATE**

**CITY OF SANIBEL
RESOLUTION 08-116**

A RESOLUTION ESTABLISHING THE CLASSIFICATION PLAN AND PAY SCHEDULE FOR CITY EMPLOYEES FOR FISCAL YEAR 2008-2009; ESTABLISHING PAY GRADES AND PAY RANGES FOR NON-UNION AND UNION POSITIONS; ADOPTING RE-DESCRIBED JOB DESCRIPTIONS; AUTHORIZING THE CITY MANAGER TO AMEND JOB DESCRIPTIONS AS NECESSARY TO KEEP SUCH DESCRIPTIONS CURRENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Sanibel desires to attract and retain a competent, efficient and effective work force; and

WHEREAS, the City of Sanibel desires to pay a fair and equitable wage to its employees which is competitive with the labor market; and

WHEREAS, the City of Sanibel pay ranges represent the internal job classification as well as the external job market pay levels and the use of pay range levels facilitates payroll administration and maintains the integrity of the job worth; and

WHEREAS, the City of Sanibel and the American Federation of State, County and Municipal Employees and the Fraternal Order of Police have agreed that employee wages will remain unchanged for fiscal year 2008-2009; and

WHEREAS, the City of Sanibel desires to establish its Classification Plan for fiscal year 2008-2009.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sanibel, Florida, that:

SECTION 1. The pay ranges for the respective pay grades, which remain unchanged from fiscal year 2007-2008, as shown in Appendix A, shall be considered the official Classification Plan for all City positions for fiscal year 2008-2009.

SECTION 2. The Classification Plan reflects the pay grade, job title, and pay range applicable to the re-classified position of: Code Enforcement Officer, grade 18, to Senior Code Enforcement Officer, grade 19, and Recreation Superintendent, grade 20, to Facility Maintenance Supervisor, grade 19, (job descriptions enclosed as Appendix B).

SECTION 3. The City Manager or her designee is further authorized to amend current job descriptions as necessary to update: the essential duties and responsibilities; qualifications required; knowledge, skills and abilities required; physical demands; and the work environment, provided the changes do not alter the approved Classification Plan for 2008-2009.

SECTION 4. Effective date.

This resolution shall take effect on October 06, 2008.

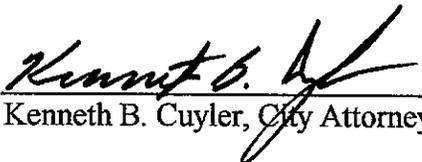
DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida, this 16th day of September 2008.

AUTHENTICATION:

Mick Denham, Mayor

Pamela Smith, City Clerk

APPROVED AS TO FORM:



Kenneth B. Cuyler, City Attorney

9/4/08

Date

Council Members Vote:

Denham _____
Ruane _____
Jennings _____
Johnston _____
Pappas _____

Date filed with City Clerk: _____



MEMORANDUM

TO: JUDIE ZIMOMRA, CITY MANAGER

FROM: JIM ISOM, ADMINISTRATIVE SERVICES DIRECTOR

DATE: SEPTEMBER 5, 2007

SUBJECT: PROPOSED JOB RECLASSIFICATIONS, FY 08-09 BUDGET

Annually, the City reviews a limited number of positions at the request of the Department Directors for reclassification consideration as a result of:

- a. Changes in the assigned duties and responsibilities over a period of time that were not previously considered in the job classification; or
- b. Assignment of specific new duties and responsibilities; or
- c. A position not being competitive in the labor market as determined through salary surveys and/or actual recruitment and retention problems.

The following positions are proposed for reclassification for fiscal year 2008-2009 and for inclusion in the annual budget and the Classification Plan for fiscal year 2008-2009:

1. Planning Department

Code Enforcement Officer, grade 18, to Senior Code Enforcement Officer, Grade 19

The City has eliminated one of the two Code Enforcement Officer positions approved for fiscal year 2007-2008. Code enforcement functions have been added to the duties and responsibilities of other City employees who perform work in the field, e.g. Natural Resources and Planning. The Senior Code Enforcement Officer will be responsible for coordinating the code enforcement efforts of multiple employees in multiple departments. This position reclassification action will increase the General Fund by approximately \$2,400.

2. Recreation Department

Recreation Superintendent, grade 20, to Facility Maintenance Supervisor, grade 19

The Recreation Superintendent position was vacated by the resignation of the previous incumbent. Action to fill the vacant position was delayed pending the arrival of the new Recreation Director, Christopher Deal, and his analysis of staffing needs within the department. The Recreation Director has concluded that the overall maintenance responsibilities of the \$12 million dollar Recreation

Center facilities require re-classification of the Recreation Superintendent position. It is proposed to establish a Facility Maintenance Supervisor to oversee all the facility maintenance activities: managing multiple contractor operations, facility safety and emergency systems, warranty issues, punch list issues, as well as the maintenance of other athletic/sports facilities. Approval of this action will produce a flatter organizational structure in the department since recreational personnel that previously reported through the Recreation Superintendent will report directly to the Department Director. This reclassification action will decrease the Governmental Funds by approximately \$3,300 from the previous fiscal year.

CC: Bob Duffy, Planning Director
Christopher Deal, Recreation Director
Sylvia Edwards, Finance Director

Appendix A

CLASSIFICATION PLAN FOR FISCAL YEAR 2008-2009

GRADE	POSITION	FORMER MINIMUM	FORMER MAXIMUM	PROPOSED MINIMUM	PROPOSED MAXIMUM
10	CLERK TYPIST	\$22,141	\$29,128	18,820	\$29,128
13	LIFEGUARD	\$27,040	\$35,096	22,984	\$35,096
13	RECREATION AIDE	\$27,040	\$35,096	22,984	\$35,096
15	SENIOR LIFEGUARD/INSTRUCTOR	\$28,234	\$39,031	23,999	\$39,031
15	ADMINISTRATIVE RECEPTIONIST	\$28,234	\$39,031	23,999	\$39,031
15	SERVICE WORKER	\$28,234	\$39,031	23,999	\$39,031
15	POLICE AIDE	\$28,234	\$39,031	23,999	\$39,031
16	ADMINISTRATIVE SECRETARY	\$29,380	\$43,305	24,973	\$43,305
16	PERMIT TECHNICIAN	\$29,380	\$43,305	24,973	\$43,305
16	UTILITY SERVICE WORKER	\$29,380	\$43,305	24,973	\$43,305
16	RECORDING SECRETARY	\$29,380	\$43,305	24,973	\$43,305
16	POLICE RECORDS COORDINATOR	\$29,380	\$43,305	24,973	\$43,305
16	WASTEWATER PLANT OPERATOR TRAINEE	\$29,380	\$43,305	24,973	\$43,305
17	LICENSING AND PERMIT TECHNICIAN	\$32,280	\$47,405	27,438	\$47,405
17	TRADESWORKER	\$32,280	\$47,405	27,438	\$47,405
17	ADMINISTRATIVE ASSISTANT	\$32,280	\$47,405	27,438	\$47,405
17	DISPATCHER	\$32,280	\$47,405	27,438	\$47,405
17	MECHANIC	\$32,280	\$47,405	27,438	\$47,405
18	EQUIPMENT OPERATOR/CREW LEADER	\$35,564	\$51,999	30,229	\$51,999
18	CODE ENFORCEMENT OFFICER	\$35,564	\$51,999		
18	FISCAL ASSISTANT	\$35,564	\$51,999	30,229	\$51,999
18	RECREATION PROGRAM COORDINATOR	\$35,564	\$51,999	30,229	\$51,999
18	UTILITY MAINTENANCE TECHNICIAN I	\$35,564	\$51,999	30,229	\$51,999
18	WASTEWATER I PLANT OPERATOR	\$35,564	\$51,999	30,229	\$51,999
18	POLICE AIDE SUPERVISOR	\$35,564	\$51,999	30,229	\$51,999
18	SENIOR ADMINISTRATIVE ASSISTANT	\$35,564	\$51,999	30,229	\$51,999
19	COMPUTER SUPPORT SPECIALIST	\$40,127	\$61,653	34,108	\$61,653
19	ENGINEERING TECHNICIAN	\$40,127	\$61,653	34,108	\$61,653
19	GARAGE SUPERVISOR	\$40,127	\$61,653	34,108	\$61,653
19	PARKS MAINTENANCE SUPERVISOR	\$40,127	\$61,653	34,108	\$61,653
19	UTILITY MAINTENANCE TECHNICIAN II	\$40,127	\$61,653	34,108	\$61,653
19	WASTEWATER II PLANT OPERATOR	\$40,127	\$61,653	34,108	\$61,653
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT	\$40,127	\$61,653	34,108	\$61,653
19	PARALEGAL	\$40,127	\$61,653	34,108	\$61,653
19	POLICE OFFICER	\$40,127	\$61,653	34,108	\$61,653
19	SENIORS PROGRAM ADMINISTRATOR	\$40,127	\$61,653	34,108	\$61,653
19	AQUATICS MANAGER	\$40,127	\$61,653	34,108	\$61,653
19	EMERGENCY MANAGEMENT SPECIALIST	\$40,127	\$61,653	34,108	\$61,653
19	RECREATION PROGRAM SPECIALIST	\$40,127	\$61,653	34,108	\$61,653
<u>19</u>	<u>SENIOR CODE ENFORCEMENT OFFICER</u>	\$40,127	\$61,653	34,108	\$61,653
<u>19</u>	<u>FACILITY MAINTENANCE SUPERVISOR</u>	\$40,127	\$61,653	34,108	\$61,653

Effective October 6, 2008

Appendix A

CLASSIFICATION PLAN FOR FISCAL YEAR 2008-2009

GRADE	POSITION	FORMER MINIMUM	FORMER MAXIMUM	PROPOSED MINIMUM	PROPOSED MAXIMUM
20	EXECUTIVE ASSISTANT TO CITY MANAGER	\$43,770	\$63,024	37,204	\$63,024
20	RECREATION SUPERINTENDENT	\$43,770	\$63,024		
20	ENVIRONMENTAL SPECIALIST	\$43,770	\$63,024	37,204	\$63,024
20	ENVIRONMENTAL SERVICES SPECIALIST	\$43,770	\$63,024	37,205	\$63,024
20	WASTEWATER III PLANT OPERATOR	\$43,770	\$63,024	37,204	\$63,024
20	UTILITY MAINTENANCE TECHNICIAN III	\$43,770	\$63,024	37,205	\$63,024
21	HUMAN RESOURCES GENERALIST	\$47,734	\$68,998	40,574	\$68,998
21	PUBLIC WORKS OPERATIONS MANAGER	\$47,734	\$68,998	40,574	\$68,998
21	ENGINEER INTERN	\$47,734	\$68,998		
21	ACCOUNTANT	\$47,734	\$68,998	40,574	\$68,998
21	LEAD WASTEWATER PLANT OPERATOR	\$47,734	\$68,998	40,574	\$68,998
21	PLANNER	\$47,734	\$68,998	40,574	\$68,998
21	STREETS SUPERINTENDENT	\$47,734	\$68,998	40,574	\$68,998
21	ENVIRONMENTAL PLANNER	\$47,734	\$68,998		
21	SENIOR BUILDING INSPECTOR	\$47,734	\$68,998		
21	NETWORK ADMINISTRATOR	\$47,734	\$68,998	40,574	\$68,998
21	TRANSPORTATION PLANNER	\$47,734	\$68,998		
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	\$52,938	\$76,150	44,997	\$76,150
22	CHIEF WASTERWATER PLANT OPERATOR	\$52,938	\$76,150	44,997	\$76,150
22	ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIST	\$52,938	\$76,150	44,997	\$76,150
22	SERGEANT	\$52,938	\$76,150	44,997	\$76,150
22	SENIOR ACCOUNTANT	\$52,938	\$76,150	44,997	\$76,150
22	FISCAL ANALYST	\$52,938	\$76,150	44,997	\$76,150
23	ASSISTANT FINANCE DIRECTOR	\$58,082	\$86,250	49,369	\$86,250
23	DEPUTY BUILDING OFFICIAL	\$58,082	\$86,250	49,369	\$86,250
23	MIS DIRECTOR	\$58,082	\$86,250	49,369	\$86,250
23	POLICE LIEUTENANT	\$58,082	\$86,250	49,369	\$86,250
24	ASSISTANT CITY ENGINEER	\$61,928	\$98,669	52,639	\$98,669
24	BUILDING OFFICIAL	\$61,928	\$98,669	52,639	\$98,669
24	POLICE MAJOR	\$61,928	\$98,669	52,639	\$98,669
24	RECREATION DIRECTOR	\$61,928	\$98,669	52,639	\$98,669
24	CITY CLERK	\$61,928	\$98,669	52,639	\$98,669
25	DEPUTY PLANNING DIRECTOR	\$70,501	\$109,557	59,926	\$109,557
25	DEPUTY PUBLIC WORKS DIRECTOR	\$70,501	\$109,557	59,926	\$109,557
26	NATURAL RESOURCES DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	FINANCE DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	ADMINISTRATIVE SERVICES DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	PLANNING DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	POLICE CHIEF	\$87,628	\$131,348	74,484	\$131,348
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	\$99,866	\$154,120	84,886	\$154,120

Effective October 6, 2008

SENIOR CODE ENFORCEMENT OFFICER GRADE 19

CITY OF SANIBEL JOB DESCRIPTION

Job Title: Senior Code Enforcement Officer, Grade 19
Department: Planning
Reports To: Planning Director
FLSA Status: Nonexempt
Union: AFSCME
Prepared By: Jim Isom
Prepared Date: July 8, 2008
Approved By: Bob Duffy, Planning Director

SUMMARY

Under direction of the Planning Director, is responsible for a variety of inspections and investigating complaints to ensure adherence to and identify violations of codes, ordinances and regulations to include the most technical and complex tasks code violations. Duties include serving violation notices, preparing reports, issuing sign permits, reviewing occupational licenses and inspecting construction sites. Duties also include coordinating the City's code enforcement function that involves multiple City and staff and Departments. Performs other work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects all new building sites, subdivisions and wastewater facilities for completion and compliance with Land Development Codes, Flood, Vegetation and related ordinances, regulations and plans. Performs the most complex work of code enforcement including the more sensitive cases.
- Coordinates and manages code enforcement responsibilities assigned to multiple City Departments and staff.
- Inspects all signs for compliance, issues sign permits; maintains sign records; prepares and presents requests for sign variances to City Council.
- Reviews and investigates Occupational License applications to ensure compliance with land use regulations, City codes and ordinances.
- Investigates ordinance violations, prepares and serves violation letters and notices, documents evidence, prepares reports, gives affidavits and testimony as required for enforcement proceedings, follows-up enforcement decisions to ensure compliance.
- Responds to and investigates complaints and serves written notices.
- Prepares reports and presents findings to City Council and Planning Commission as requested.

SENIOR CODE ENFORCEMENT OFFICER - CONTINUED

EDUCATION and/or EXPERIENCE

High school diploma; supplemented by four (4) years experience in code inspection/enforcement work; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal laws, codes, ordinances and regulations and Land Development Code.

Knowledge of enforcement procedures, judicial system, code and compliance boards.

Knowledge of City streets and local area.

Ability to work independently, to make sound decisions based on established procedures and municipal regulations and handle the most technical and complex code enforcement actions.

Ability to prepare and present oral and written reports, documents and testimony as requested.

Ability to establish and maintain effective working relationship with the public.

Ability to handle complaints and enforce compliance with regulations in a courteous, efficient manner.

Ability to communicate effectively orally and in writing.

Skills in reading building and development plans.

Computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Florida Driver's License

FACE Code Enforcement Levels 1 and 2 Certificates

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

PHYSICAL DEMANDS

Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Task requires visual perception and discrimination.

Task requires oral communications ability.

WORK ENVIRONMENT

Task may require frequent exposure to adverse environmental conditions.

FACILITY MAINTENANCE SUPERVISOR GRADE 19

CITY OF SANIBEL Job Description

Job Title: Facility Maintenance Supervisor, Grade 19
Department: Recreation
Reports To: Recreation Director
FLSA Status: Exempt
Union: Non-Union
Prepared Date: September 2, 2008
Prepared By: Jim Isom, Administrative Services Director
Approved By: Christopher Deal, Recreation Director

SUMMARY

Under the direction of the Recreation Director is responsible for facility management of municipal athletic/sports facilities and the Recreation Center, coordinating the use and maintenance of all recreation facilities. Duties include providing recommendations for future expansions, facility maintenance and building management, athletic/sports facilities, evaluating maintenance contractual supervisors, building budget expense controls, assigning maintenance personnel and scheduling contractors. Performs other work as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and evaluates assigned personnel, and contractual supervisors for the maintenance of the Recreation Center and athletic/sports facilities.
- Responsible for facility cleanliness, working with outside contractors.
- Makes contractual, capital project and budget recommendations. Follows through with capital projects with on time and within budget guidelines.
- Surveys all maintenance development through facility assessment and staff input. Confers with appropriate individuals concerning facility programming requirements.
- Applies for appropriate permitting, etc. for all facilities, makes long-range plans for future growth and expansion. Works with other supervisors in programming coordination.
- Works with community to provide well-rounded recreation facility operations.
- Assists in building related budget preparation and maintenance, and follows budget expenses in area of responsibility. Prepares requisitions and work orders.
- Arranges for legal ads, publications and notification of projects.
- Evaluates recreation facilities for safety and playability.
- Responsible for on going maintenance of equipment.
- Works with facility contractors on punch list issues.
- Follows through on completion of warranty issues.
- Prepares and follows through on purchase orders.

FACILITY MAINTENANCE SUPERVISOR CONTINUED:

- Plans work procedures, for assigned personnel, oversees supervision of work, and maintains records of activities and personnel supervised.
- Researches and compiles information for special reports and projects as determined by Recreation Director.
- Supervises and evaluates recreation maintenance staff.
- Actively works with emergency/hurricane procedures. Follow through on FEMA guidelines and paperwork completion.
- Serves as Recreation Director when Director is absent, along with other designated personnel.
- Provides budget projections and recommendation on FF&E, capital projects, and building related purchasing. Follows budget guidelines for total Recreation Center operations, providing information for weekly reports.
- Coordinates, develops and maintains Safety and Loss Control Programs for the department.
- Works with School District on building related projects and shared usage.
- Works with MIS on Computer Coordination, requests, training, repair and replacement.
- Works with Co- Workers to ensure that proper certifications are obtained and maintained.
- Work includes 7 day a week responsibility. (Occasional weekend work).

SUPERVISORY RESPONSIBILITIES

Directly supervises two employees involved in the maintenance of Recreation Center and athletic/sports facilities. Supervision may include part time employees if added to the department work force with program/membership expansion. Carries out supervisory responsibilities in accordance with the Department's policies and applicable procedures. Responsibilities include interviewing, recommending hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Manages contracts and completes capital projects.

EDUCATION and/or EXPERIENCE

Two years of college or university level course work in business, management, engineering or a related field and three (3) years experience in facilities maintenance, preferable recreation facilities; or any equivalent combination of training and experience. Must acquire and maintain valid CPR and first aid certificate and have a valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices and techniques of facility management.

Knowledge of rules, regulations, ordinances, policies and City wide regulations.

FACILITY MAINTENANCE SUPERVISOR CONTINUED:

Knowledge of computer word processing system.

Knowledge of safety practices and procedures.

Ability to maintain effective working relationships with public and co-workers.

Ability to communicate effectively orally and in writing.

Ability to compose effective and accurate correspondence, reports and similar materials.

Ability to plan, assign and supervise staff.

Skill in using rescue, first aid life-saving techniques and equipment knowledge.

SPECIAL CONDITION OF EMPLOYMENT

- The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.
- Must be available to work varying schedule at the Recreation Center, to include nights and some weekends, on a rotation basis in order to accommodate full-time facility coverage.

PHYSICAL DEMANDS

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

WORK ENVIRONMENT

Task may require frequent exposure to adverse environmental conditions.