

**TRAILER ESTATES PARK & RECREATION DISTRICT**

**BOARD OF TRUSTEE WORKSHOP**

**October 19, 2020**

**Immediately following the 9:30 a.m. Board of Trustee Meeting**

**SMALL HALL**

**1903 69<sup>TH</sup> AVENUE WEST**

**BRADENTON, FLORIDA 34207**

1. Discuss Classification of Support Positions (Chandler)

**PUBLIC COMMENTS**

**RECESS MEETING TO MONDAY, OCTOBER 26, 2020 AT 9:30 A.M. TO DISCUSSION WITH THE DISTRICT ATTORNEY ON THE PROPOSED LEGISLATION.**

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

TRAILER ESTATES PARK AND RECREATION DISTRICT

OCT 6 '20 AM 7:38

BOARD AGENDA ITEM FORM/POLICY

PP 38

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Discuss Classification of Support Positions

For Upcoming Meeting—Date October 19, 2020

Type of Meeting (check one): Workshop  Board Meeting  \*

\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

Discuss the attached job descriptions for support positions that are either seasonal or require less than 10 hours per week. Determine hourly rates that are equatable related to current part time employees.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Recommended hourly wages range from 3% to 26% above the 10/1/2020 wage for a Maintenance Tech 1

Attachments: (Please attach any diagrams or pertinent information concerning this

Agenda Item. Please list the attachments.) Job Descriptions for 4 suggested Positions.

Trustee Mary Chandler

Date Submitted October 5, 2020

Chairman/Designee Mike Amos

Office Manager/Designee: Date Posted 10/9/2020 Initials MA

## JOB TITLE AND DESCRIPTION

Job Title: Maintenance Technician 1 – Daily Lock-Up

Hours Required: Max 1 Hour Per Day.

Reports to: Maintenance Foreman

Job Summary: To secure all park property at the end of daily activities

Starting Salary Range: \$13.50 to \$14.25 per hour

### MAJOR DUTIES.... 9:00pm – 10:00pm

1. Secure all park doors, windows & gates.
2. Turn off all park non-programmable AC units.
3. Check all restrooms, turn off running water and flush toilets if not flushed.
4. Turn off all lights not on timers.
5. Turn off spa jet pumps.
6. Add chlorine to pool for shocking and turn off chlorine feeder
7. Turn off sound systems.
8. Check gas pilots on large kitchen stove tops.
9. Check all kitchens for running water.
10. Other duties as assigned (see Maintenance Department: Duties and Responsibilities)

## JOB TITLE AND DESCRIPTION

Job Title: Maintenance Technician 1 - Weekend/Holiday

Hours Required: Max 3 Hours Per Day.

Reports to: Maintenance Foreman

Job Summary: Open Park for activities on weekends and holidays

Starting Salary Range: \$15.60 to \$16.50 per hour

MAJOR DUTIES.... 6:00am – 9:00am

1. Unlock park doors and gates needed for daily activities.
2. Clean shower room.
3. Open pool, spa, clean tile, vacuum, check and adjust chemicals, clean decks furniture, fill in reports, make minor repairs or adjustments, flush filters.
4. Open and clean as needed all restrooms.
5. Clean as needed activity center, laundry and post office area.
6. Turn on lights, A/C units needed for daily activity.
7. Remove pool blanket.
8. Other duties as assigned (see Maintenance Department: Duties and Responsibilities).

## JOB TITLE AND DESCRIPTION

Job Title: Seasonal Recreation Event Support Technician

Employment Period: November 15<sup>th</sup> – April 15<sup>th</sup>

Hours Required: 3-4 hours per event

Reports to: Seasonal Recreation Trustee

Job Summary: Event Set-Up and Tear Down

Starting Salary Range: \$13.50 - \$14.25 per hour

## MAJOR DUTIES

1. Arrange tables and chairs according to a predetermined design
2. Sweep and mop floors as needed.
3. Empty trash as needed.
4. Mop kitchen as needed.
5. Set-up sound system for functions.
6. Unlock or lock doors as needed.
7. Remove all tables and chairs clearing the facility space for the next schedule event
8. Other duties as assigned

### JOB TITLE AND DESCRIPTION

Job Title: Continuing Recreation Event Support Technician

Employment Period: April 15th - November 15<sup>th</sup>

Hours Required: 3-4 hours per event

Reports to: Continuing Recreation Trustee

Job Summary: Event Set-Up and Tear Down

Starting Salary Range: \$13.50 - \$14.25 per hour

### MAJOR DUTIES

1. Arrange tables and chairs according to a predetermined design
2. Sweep and mop floors as needed.
3. Empty trash as needed.
4. Mop kitchen as needed.
5. Set-up sound system for functions.
6. Unlock or lock doors as needed.
7. Remove all tables and chairs clearing the facility space for the next schedule event
8. Other duties as assigned