



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Human Resources

Agenda Title: FY 2026 Town of Lake Park Pay Grade Chart & Amend Pay Grades - Four (4) Positions

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: 001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Job Descriptions for Facilities Maintenance Worker Trainee, Stormwater Technician Trainee, and Accounting Technician.

Please initial one:

_____ Yes, I have notified everyone.

DMP _____ Not applicable in this case

Summary Explanation/Background:

The Human Resources Department has identified a need to amend the approved FY 2026 Lake Park Pay Grade Chart to include the reclassification of four (4) existing positions – Facility Maintenance Worker II to reclassify to a Facilities Maintenance Worker Trainee, Stormwater I & Stormwater II to Stormwater Trainee (2 Positions) and Cashier/Receptionist to Accounting Technician.

Reclassification of each of these skilled and/or certification-required positions are recommended by their respective Department Director (Public Works Director and Finance Director) as well as the Human Resources Manager and are expected to attract a larger pool of candidates that would be able to be hired and gain on-the-job training/experience that would then enable the

Town to provide a pathway to promotional opportunities for those selected to serve in these positions.

Facilities Maintenance Worker Trainee (Full-Time) – Temporarily reclassify an existing funded position (Facilities Maintenance Worker II) to support the actual/current needs with the organization to ensure the highest levels of productivity and customer service by our staff. The annual salary range (or pay grade) for this reclassified position is proposed to be moved from Pay Grade 70 to Pay Grade 30 within the proposed FY 2026 Pay Grade Chart.

This position is currently vacant and, if approved to be reclassified, would be a temporary position (underfilled) to provide on-the-job training/experience that would enable the Town to provide a pathway to promotional opportunities for the candidate selected to serve in this position.

Note: The proposed pay grade for this temporary, reclassified position would be consistent with the current Sanitation Truck Operator Trainee position. Additionally, this position will remain as a temporary position until the selected employee demonstrates and meets certification or experience requirements.

This position would be responsible for performing entry-level work assisting with the maintenance, repair, and improvement of Town facilities. This position provides on-the-job training across multiple trades, including carpentry, plumbing, painting, and basic electrical work. The role is designed to prepare employees for advancement to the Facilities Maintenance Worker I level upon successful completion of the training period and demonstration of required skills and competencies.

Note: This position title is currently being developed/finalized to ensure that the Town attracts the best possible candidates and meets the needs outlined within the proposed job description.

Stormwater Technician Trainee – 2 Positions (Full-Time) – Temporarily reclassify two (2) existing funded positions (Stormwater Technician I and Stormwater Technician II) to support the actual/current needs with the organization to ensure the highest levels of productivity and customer service by our staff. The annual salary range (or pay grade) for the reclassified positions are proposed to be moved from Pay Grade 40 (Stormwater Technician I) and 60 (Stormwater Technician II) to Pay Grade 30 within the proposed FY 2026 Pay Grade Chart.

These positions are currently vacant and, if approved to be reclassified, would be temporary positions (underfilled) to provide on-the-job training/experience that would enable the Town to provide a pathway to promotional opportunities for the candidates selected to serve in these positions.

Note: The proposed pay grades for these temporary, reclassified positions would be consistent with the current Sanitation Truck Operator Trainee position. Additionally, these positions will remain as temporary positions until the selected employees demonstrates and meets certification or experience requirements.

This position would be responsible for performing entry-level work assisting in the maintenance and repair of the Town's Stormwater infrastructure. This position is designed to provide on-the-job training in the drainage operations, equipment handling, and safety procedures, to advance to the Stormwater Technician I level with six (6) to twelve (12) months.

Note: These position titles are currently being developed/finalized to ensure that the Town attracts the best possible candidates and meets the needs outlined within the proposed job description.

Accounting Technician (Full Time) - Reclassify an existing (funded) position within the Finance Department (Receptionist/Cashier) to Accounting Technician to support the actual/current needs within the department to ensure the highest levels of productivity and to ensure proper financial payments/receivables and oversight. The annual salary range (or pay grade) for the reclassified positions are proposed to be moved from Pay Grade 40 to Pay Grade 50 within the proposed FY 2026 Pay Grade Chart.

This position will be responsible for performing a variety of accounting related functions including accounts payable, accounts receivable, cashiering, lien searches, business tax licensing, reconciliation and posting and purchase orders.

Note: This position title is currently being developed/finalized to ensure that the Town attracts the best possible candidates and meets the needs outlined within the proposed job description.

Recommendation:

I move to approve the proposed FY 2026 Town of Lake Park Pay Grade Chart and the amendment of pay grades for four (4) positions.