

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources *me*

DISTRIBUTION: Mark Woodard, Assistant County Administrator
Paul Cozzie, Bureau Director, Parks & Conservation Resources Department

SUBJECT: Classification & Pay Study of Horticulture Positions in the Parks & Conservation Resources Department

DATE: June 21, 2012

The Human Resources Department has conducted the Classification & Pay Study of Horticulture positions in the Countywide Horticulture Operations Section of the Parks & Conservation Resources (PCR) Department. This review consists of twenty (23) positions and seven (7) classifications. The last study was completed over four years ago. The following recommendations are submitted:

- 1 Position Reclassified from Classified Service to Exempt Service
- 1 Position Receive Upward Reclassification
- 8 Positions Receive Lateral Reclassification
- 13 Positions to Remain the Same
- 23 TOTAL

In a countywide reorganization, mowing functions from Public Works and Utilities were consolidated under Parks & Conservation Resources Department (PCR). This reorganization was effective October 1, 2010 (FY11) to leverage operational efficiencies. Twenty-two positions transferred from Public Works to merge with PCR staff to manage the landscaping and horticulture needs of the countywide parks system, public lands, right of ways and other county facilities. In order to streamline classifications and establish internal equity, a position had to be moved into Exempt Service, had upward and lateral reclassifications, and/or will remain the same.

I agree with the recommendations in this report as outlined above. Funds are available for implementation.

Robert S. LaSala
Robert S. LaSala, County Administrator

6-25-12
Date

I. RECLASSIFICATION FROM CLASSIFIED SERVICE TO EXEMPT SERVICE

It is our finding that the duties and responsibilities being assigned to the following position is not at the level of the current classification. Therefore, it is recommended that you either:

- a) Assign duties and responsibilities to the level of the current classification,

Or,

- b) Request the Personnel Board to reclassify the following position as shown below without benefit of examination, and serve a probationary period as outlined in Personnel Rule IX.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C701	District Operations Mgr	CL22	Horticultural Manager	SM5b

ANALYSIS

With the consolidation of the mowing positions within the county, this position now has managerial and supervisory responsibilities directing the mowing programs and operations of the Parks & Conservation Resources (PCR) Department. This position is responsible for organizing, planning, and coordinating activities and staff in the mowing area of horticulture management related to PCR and/or county properties. This position oversees and manages the crews, assets, and equipment that are required to perform the mowing and landscaping of PCR properties, and public right of ways for the purpose of vehicular and pedestrian safety and aesthetics. This position requires a high degree of independent judgment and initiative. The nature and scope of responsibilities of this position are consistent with the professional and technical duties and responsibilities of the Horticultural Manager. Therefore, it is recommended that this position be reclassified to Horticultural Manager within the Exempt Pay Plan at pay grade SM5b (\$68,236-\$102,354).

II. UPWARD RECLASSIFICATION

It is our finding that the duties and responsibilities being assigned to the following position are not at the level of the current classification. Therefore, it is recommended that you either:

- a) Assign duties and responsibilities to the level of the current classification,

Or,

- b) Request the Personnel Board to reclassify the following position as shown below without benefit of examination, and serve a probationary period as outlined in Personnel Rule IX.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C401	Crew Chief 2	CL11	Horticulture Field Inspector	CL13

ANALYSIS

This position is responsible for conducting site inspections, which includes the oversight of contractors performing work such as exotic vegetation clearing or treatment, mowing right-of-ways, or assessing damage at natural areas. This position performs daily inspections of contracted properties and prepares daily

II. UPWARD RECLASSIFICATION (continued)

ANALYSIS (continued)

inspection reports and recommends appropriate actions to be taken to maintain compliance with applicable permit and contract requirements. This position reports to a Horticulture Manager. The nature and scope of responsibilities associated with this position are consistent with the field inspector duties and responsibilities of the Horticulture Field Inspector classification. Therefore, it is recommended that this position be reclassified to Horticulture Field Inspector classification at pay grade CL13 (\$36,046-\$56,056).

III. LATERAL RECLASSIFICATIONS

It is recommended that the following positions receive a lateral reclassification to better reflect duties and responsibilities assigned:

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C741	Automotive Equipment Op 1	CL6	Park/Pres Maint Worker	CL6
BCC/C749	Automotive Equipment Op 1	CL6	Park/Pres Maint Worker	CL6
BCC/C762	Automotive Equipment Op 1	CL6	Park/Pres Maint Worker	CL6
BCC/C770	Automotive Equipment Op 1	CL6	Park/Pres Maint Worker	CL6
BCC/C2051	Automotive Equipment Op 1	CL6	Park/Pres Maint Worker	CL6
BCC/C2052	Automotive Equipment Op 1	CL6	Park/Pres Maint Worker	CL6
BCC/C2053	Automotive Equipment Op 1	CL6	Park/Pres Maint Worker	CL6
BCC/C2050	Maintenance Crew Leader	CL7	Property & Stores Clerk 2	CL7

ANALYSIS

Automotive Equipment Operator 1 Positions BCC/C741, 749, 762, 770, 2051, 2052 & 2053:

With the consolidation of the countywide mowing responsibilities, these positions provide landscaping and mowing maintenance on county parks, public land, county maintained right of ways, and other county facilities. These positions operate lawn maintenance equipment in the mowing, edging, weeding, trimming, and pruning of grounds, shrub, trees, and plant beds. These positions operate various vehicles and machinery and provide repair of small engines and vehicles as need be. The nature and scope of responsibilities are consistent with the semi-skilled work required of the Park/Preserve Maintenance Worker classification. Due to the alignment of positions within PCR, it is recommended that these positions be laterally reclassified to Park/Preserve Maintenance Worker classification pay grade CL6 (\$25,625-\$38,667).

Maintenance Crew Leader Position BCC/C2050:

With the consolidation of the horticulture positions, this position now performs storekeeping work for the PCR department. This position is responsible for the receipt, storage, and issuance of departmental horticultural materials, supplies, and equipment. This position maintains inventory records from vendors, records receipt and issuance of goods, and performs physical inventories, as well as submits departmental inventory reports. This position reports to departmental management. The nature and scope of responsibilities associated with this position are consistent with the Property & Stores Clerk 2 classification. Therefore, it is recommended that this position be laterally reclassified to the Property & Stores Clerk 2 classification, pay grade CL7 (\$26,915-\$40,601).

IV. POSITIONS TO REMAIN THE SAME

It is recommended that the following positions remain classified as follows:

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>
BCC/C383	Park/Pres Maintenance Worker	CL6
BCC/C439	Park/Pres Maintenance Worker	CL6
BCC/C562	Park/Pres Maintenance Worker	CL6
BCC/C2797	Park/Pres Maintenance Worker	CL6
BCC/C3180	Park/Pres Maintenance Worker	CL6
BCC/C526	Maintenance Crew Leader	CL7
BCC/C556	Maintenance Crew Leader	CL7
BCC/C676	Maintenance Crew Leader	CL7
BCC/C736	Maintenance Crew Leader	CL7
BCC/C740	Maintenance Crew Leader	CL7
BCC/C2442	Automotive Equip Oper 3	CL9
BCC/C2061	Automotive Equip Oper 3	CL9
BCC/C690	Automotive Equip Oper 3	CL9

V. CAREER LADDER REVISION

To better align the positions within the PCR Department, the established career ladder will be revised as follows:

CURRENT CAREER LADDER

Maint 1(CL3) ⇨ Maint 2(CL5) ⇨ Pk/Preserve Maint Wkr(CL6) Compete for Crew Chief 1 (CL9)

REVISED CAREER LADDER

Maint 1(CL3) ⇨ Maint 2(CL5) ⇨ Pk/Preserve Maint Wkr(CL6) ⇨ Maint Crew Ldr (CL7) Compete for Crew Chief 1 (CL9)

Departmental career ladder criteria have been established.

HORTICULTURAL MANAGER

Job Code	Pay Grade
14928	SM5b

Nature of Work

This is managerial and supervisory work directing programs and operations of all horticultural aspects of the Parks and Conservation Resources (PCR) Department. An employee in this class is responsible for organizing, planning, and coordinating activities and staff in the areas of horticulture management related to PCR and/or county properties. An employee in this class may also be responsible for development, administration and management of horticulture contracts. Employees may include long range planning, evaluation, and controlling contract costs, complying with new laws, rules, and regulations, environmental and safety concerns, employee certification and training, and required documentation and recordkeeping. Work requires exercising independent judgment in performing tasks and recommending courses of action. The incumbent reports to the Bureau Director.

Minimum Qualifications Requirements

- Bachelor's degree in horticulture, physical, natural, or biological sciences, or related field and 5 years work experience in an occupational field related to horticulture or related field; or
- 9 years professional and management experience in horticulture related field with emphasis in contract procurement, contract administration, purchasing, project management, or directly related work that includes supervisory experience or training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Hires, supervises, and evaluates employees; provides managerial and technical guidance to supervisory, operational, and administrative staff.
- Oversees and manages the crews, assets, and equipment that are required to perform the mowing and landscaping of PCR properties, and public right of ways for the purpose of vehicular and pedestrian safety and aesthetics.
- Develops policy recommendation; administers the policies for maintenance of county resources.
- Implements departmental work management plans covering PCR fleet vehicles.
- Ensures compliance with federal and state statutes governing environmental law and health and permit conditions.
- Provides guidance and direction in the preparation of formal technical presentations, contract specifications and cost estimates for the department.
- Coordinates meetings of and between county staff, contractors and regulatory agencies on operational requirements and issues.
- Acts as liaison with municipal, state, and federal government agencies and conducts public relations activities.
- Acts as department liaison with Emergency Management in the development and implementation of emergency management and Point of Distribution (POD) plans.
- Provides day-to-day active management of the operations and programs.
- Performs related work as assigned or required.

HORTICULTURAL MANAGER (continued)

Job Code	Pay Grade
12390	Sm5b

Knowledge, Skills, and Abilities

- Knowledge of commercial horticulture principles, practices, methods, and techniques.
- Knowledge of budget planning and management methods.
- Skill in writing and oral presenting of reports.
- Ability to compare costs and production rates to established benchmarks and implement improvements to gain efficiencies.
- Ability to analyze facts and to exercise sound judgment to present ideas and findings clearly and concisely in written or oral form.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships with subordinates, superiors, other county departments, community officials, the public, and state and federal officials.
- Ability to plan, assign, review, and supervise the work of subordinates.

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Revised	EEOC Code	Overtime Code
7/12	Officials & Managers	Exempt

HORTICULTURE FIELD INSPECTOR

Job Code	Pay Grade
14862	CL13

Nature of Work

This is moderately independent horticulture work conducting site inspections, data entry, and contractor oversight. An employee allocated to this class is responsible for conducting site inspections, which include oversight of contractors performing work such as exotic vegetation clearing or treatment, mowing right of ways, or assessing damage at natural areas, depending on area of assignment. The employee may assist with volunteer efforts and routine and/or quick response maintenance activities. Work is performed under the direction of professional staff and reviewed through conferences, work produced and results obtained. Work involves a high degree of contact with the general public, and employees are expected to function independently during varied work hours.

Minimum Qualification Requirements

- Associate's degree with course work in horticulture science; and 1 year training and/or experience with contract management; or
- 3 years experience in horticulture science; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs daily inspections of contracted properties and prepares daily inspection reports and recommends appropriate actions to be taken to maintain compliance with applicable permit and contract requirements.
- Implements procedures to ensure standardization of contract documents.
- Assists and participates in formulating Invitation for Bid (IFB) and Request for Proposal (RFP) processes.
- Participates in meetings with public officials, private citizens and contractors.
- Assists in the development of project plans and specifications.
- Enters data and maintains databases.
- Performs related work as assigned.

Knowledge, Skills and Abilities

- Knowledge of native and exotic plants.
- Knowledge of contract administration.
- Knowledge of local, state, and federal rules and regulations pertaining to government contracts.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to work in adverse weather conditions, including prolonged heat.
- Ability to manage and organize projects and programs.
- Ability to analyze difficult problems and make appropriate recommendations clearly and concisely.
- Ability to apply computer applications and software.

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Created	EEOC Code	Overtime Code
7/12	Technicians	Classified

PARK/PRESERVE MAINTENANCE WORKER

Job Code	Pay Grade
14754	CL6

Nature of Work

This is manual, semi-skilled labor, involving public contact in the construction, maintenance and repair of county parks/preserves, properties, equipment, and facilities. Depending on area of assignment, employees in this class perform a variety of manual labor tasks requiring some job-acquired skills in specialized fields. Work may involve a considerable amount of public contact in providing information and assistance to park/preserve patrons and in enforcing park/preserve rules and regulations. The incumbent reports to Horticultural Manager.

Minimum Qualifications

- 1 year of park maintenance, park operations, skilled building, construction, facilities, ground maintenance, electronic/mechanical equipment support, laborer; or
- Diploma from the Public Works Academy of the Pinellas Technical Education Center and 6 months of the above listed experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Candidate to obtain a Commercial Driver's License within 1 year of employment or employment may be terminated.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- May require candidate to actually demonstrate or be formally trained in one or more specific assigned park/preserve support functions such as operations, maintenance, or repairs to electro-mechanical devices and equipment, or more advanced skilled trade related tasks.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Participates in routine to advanced maintenance and repair duties and may occasionally act as lead worker or work independently in a satellite location.
- Performs semi-skilled tasks in one or more of the skilled trades and may assist higher-level maintenance workers in accomplishing skilled trade's projects.
- Operates lawn maintenance equipment in the mowing, edging, weeding, trimming and pruning of grounds, shrub, trees and plant beds.
- Applies fertilizers and herbicides as needed.
- Cleans, paints, repairs and maintains picnic tables, shelters, facilities and boardwalks.
- Drives electric cart or pick-up truck to patrol the park.
- Installs and repairs irrigation systems and components with a trencher.
- Maintains and repairs the pipes and plumbing fixtures in the restrooms.
- Inspects, repairs, and maintains vehicles and small engines.
- Operates various automotive vehicles and machinery, such as tractors, mowers, bush hogs, front-end loaders, as well as dump, flatbed and pick-up trucks.
- Performs recordkeeping duties (i.e. service records, basic logs) as required.
- Maintains and repairs electronic parking meters or electro-mechanical equipment.
- Works weekends, holidays, and rotates evening shift that entails independent responsibility in handling emergencies, enforcing park/preserve rules and regulations and closing parks/preserves.
- Lubricates, services, and makes routine inspections and repairs on vehicles and extensive repairs on small engines.
- Performs related work as assigned or required.

PARK/PRESERVE MAINTENANCE WORKER (continued)

Job Code	Pay Grade
14754	CL6

Knowledge, Skills, and Abilities

- Knowledge of tools, methods and materials used in general maintenance and all aspects of park/preserve maintenance work.
- Knowledge of department rules, regulations and operating procedures.
- Skill in the use of various tools and equipment associated with park/preserve maintenance work.
- Ability to recognize safety hazards and take precautionary measures to protect self and others.
- Ability to meet the public, give information regarding facilities and enforce rules and regulations.
- Ability to perform instrument repair, basic computer systems, or meter repair work.
- Ability to read basic drawings, blueprints and diagrams.
- Ability to perform heavy manual labor for extended periods, occasionally in adverse weather conditions.

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Revised	EEOC Code	Overtime Code
7/12	Service Maintenance	Classified

PROPERTY & STORES CLERK 2

Job Code	Pay Grade
08430	CL7

Nature of Work

This is storekeeping work involving responsibility for the receipt, storage, and issuance of a variety of materials, supplies and equipment. Functions performed by incumbents in this classification require technical knowledge of characteristics of various types of goods to procure items as well as maintain accurate inventory records of supplies, equipment, and property. Supervision may be exercised over subordinate employees performing stock handling work and keeping records.

Minimum Qualifications Requirements

- 2 years experience in shipping, receiving, storekeeping, purchasing, accounting, or related field to include basic administrative and office support experience in the use of personal computers and general office tasks; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Inspects quantity and quality of goods received against specifications; accepts or rejects goods as indicated, and signs for deliveries.
- Maintains inventory records, Material Safety Data Sheets (MSDS) from vendors, records receipt and issuance of goods, performs physical inventories and submits inventory reports.
- Requisitions stocks based on usage or pre-selected re-order points, maintains cost records and submits operational reports.
- Conducts field audit activities for property control purposes and assists with property disposal functions and auctions.
- Develops storage methods including allocation of storage space and assures that chemicals, cleaning compounds, solvents and combustibles are properly stored, handled and distributed.
- May operate trucks and/or forklifts in delivering goods and materials; loads trucks and performs other strenuous manual work.
- May perform data processing duties using available statistical packages, encoding data, data entry and retrieval and routine information terminal operations.
- Utilizes computer, copier, and fax machine to perform various office tasks.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of storekeeping methods, procedures and records used in the receipt, storage and issuance of diversified goods.
- Knowledge of various kinds, grades, use and storage characteristics of general stocks and of purchasing and requisition procedures.
- Ability to use a personal computer and apply basic software applications including email, internet searches, purchasing, data entry, and routine business related administrative tasks.
- Ability to determine quantity and quality of goods received against prescribed specifications.
- Ability to endure long periods of standing and walking and possession of sufficient physical strength and agility to lift and move heavy objects.

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Revised	EEOC Code	Overtime Code
7/07	Administrative Support	Classified

MAINTENANCE CREW LEADER

Job Code	Pay Grade
13590	CL7

Nature of Work

This is supervisory work over a small, labor-intensive crew performing routine semi-skilled work in general maintenance, construction or repair. Employees in this class perform working supervisory duties. Employees exercise technical independence in determining work methods and procedures and receive assignments and instructions, which may be accompanied by sketches or diagrams.

Minimum Qualification Requirements

- 2 years of general construction, maintenance, construction, or repair work that includes lead worker, supervision or supervisory training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- A Commercial Driver's License must be obtained within 1 year of employment or employment may be terminated.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs lead supervisory work over general utility and labor crews.
- Performs maintenance and calibration of pumps, starters, small engines, generators, tank level indicators, and other mechanical equipment.
- Operates and monitors various equipment, machinery and pumps, as well as trucks.
- Supervises and performs manual custodial, housekeeping and landscaping tasks; preventative maintenance and repair of equipment, machinery and tools.
- Maintains inventory of supplies and materials.
- Acts as public relations person informing the public on county operating procedures, rules and regulations.
- Trains new employees; assists in employee evaluations and counseling process.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of occupational hazards and safety precautions related to labor-intensive crew assignments.
- Knowledge of methods, materials, equipment and practices of custodial, housekeeping and landscaping work.
- Skill in using a variety of standard hand tools, machines and equipment used in labor intensive crew work.
- Ability to detect defects in machinery and equipment operation and make proper repairs or adjustment.
- Ability to work from oral or written instructions, basic diagrams and sketches and supervises workers in custodial, housekeeping, maintenance or repair work.
- Ability to keep basic records, establish grades, read grade stakes and operate machinery and equipment related to maintenance and repair work.
- Ability to do heavy manual labor for extended periods, occasionally in adverse weather conditions.

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Revised	EEOC Code	Overtime Code
4/08	Service Maintenance	Classified

AUTOMOTIVE EQUIPMENT OPERATOR 3

Job Code	Pay Grade
02220	CL9

Nature of Work

This is skilled work operating common types of heavy automotive or construction equipment. Employees in this class are responsible for the safe and efficient operation of heavy equipment such as a bulldozer, concrete distributor truck, front end loader, mobile crane, power grader, street sweeper, slope mower with flail and similar. Duties require considerable skill in working to engineering grades, operating heavy equipment and working efficiently and independently.

Minimum Qualification Requirements

- 6 months experience on job related equipment(s) as listed on the published equipment list at indicated level as it appears; or
- A Public Works Academy training certificate for equipment operators; or
- A Pinellas County employee equipment certification that includes experience or training on job related equipment(s); or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Operates slope mowers, large tractor trucks, street sweepers, front end loaders, backhoes and truck mounted pavement stripping machines.
- Operates power graders on construction and maintenance work and blades sub-grades to engineering specifications, and operates bulldozers supporting various public works projects.
- Operates medium to heavy tractor/trailers, supervises or performs the loading and unloading of heavy equipment, transports equipment to and from work construction sites and operates equipment on a relief basis.
- Operates and drives tankers with capacities of over 5,000 gallons.
- Sets barricades, acts as flag man and participates in general labor work as required.
- May operate a wide variety of other equipment/tools, i.e., chain saws, weed eaters, pole saws, etc.
- Performs daily safety inspections of assigned equipment prior to and after use and performs routine service and maintenance.
- May supervise, on a project basis, assigned operators or other personnel and ensures work is accomplished in a safe, productive and efficient manner.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the operation, maintenance, adaptabilities, limitations and safety precautions related to a broad range of automotive and construction equipment.
- Skill in the operation of heavy automotive and construction equipment.
- Ability to complete accurate accident or other routine reports.
- Ability to work under adverse weather conditions and possession of sufficient physical strength and agility to operate heavy equipment and perform manual labor.

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Revised	EEOC Code	Overtime Code
11/07	Skilled Craftsman	Classified