

**RESOLUTION No. 21-104**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING TO EXTEND THE SERVICES PROVIDED BY THE TEMPORARY PART-TIME COVID-19 PARK AMBASSADOR POSITION FOR THE 2020/2021 FISCAL YEAR BUDGET; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, On July 22, 2020, and October 14, 2020, the City Council approved Resolution 20-126 and 20-206, respectively, establishing a temporary part-time COVID-19 Park Ambassador position to enhance the City's presence and leadership in the ongoing fight against COVID-19, and later extending the program through December 30, 2020; and

**WHEREAS**, this position was not originally contemplated to extend beyond the December 30, 2020, expiration of the Cares Act, and therefore, it was not included in the Fiscal Year 2020/2021 budget; and

**WHEREAS**, Section 2-7 of the City Code of Ordinance requires, in part, that "the creation of new full-time employment positions" be approved by the Mayor and City Council, along with "A complete description of the duties and responsibilities of the position created or modified; The applicable salary scale and other monetary and non-monetary benefits attached to the position created or modified; and The applicable performance measures and metrics to be utilized in assessing the performance of individuals that will be hired to fill the position created or modified; Each City Councilmember and the Mayor is authorized to individually approve modifications to the job descriptions and/or classifications of full time employment positions of his/her corresponding staff, provided that such modifications do not create new positions, increase a department's personnel head count, and/or exceed the amounts budgeted for

personnel in each department.” The City Manager or his/her designee is otherwise authorized to approve modifications to the job descriptions and/or classifications of full-time employment positions, provided that such modifications do not create new positions, increase a department's personnel head count, and/or exceed the amounts budgeted for personnel in each department; and

**WHEREAS**, a revised needs-assessment conducted by the Parks Department deems it necessary to continue utilizing temporary positions as operationally needed to cover part-time hours at City parks; and

**WHEREAS**, funding through the end of this fiscal year will come from the General Fund Parks and Recreational Department Other Salaries Account, and is estimated at a cost of \$504,000.00 for the current staffing level of 30 employees, not to exceed \$672,000.00 in the event that additional staff is deemed an operational necessity; and

**WHEREAS**, the City Manager's Office recommends approval of the continuation of the Covid-19 Parks Ambassador position, with the approved job description, salary scales, and performance measures and metrics, associated with the position, as provided in the April 14, 2021, Memorandum from the Human Resources Director, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference;

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Approval.** The job description, salary scale, and performance measures and metrics associated with the temporary part-time Covid-19 Park Ambassador position is hereby approved.

**Section 3. Implementation.** The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Vice Mayor Cabrera who moved its adoption.

The motion was seconded by Councilmember Puig-Corve and upon being put to a vote,

the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Pete Cabrera	Yes
Councilwoman Digna Cabral	Yes
Councilwoman Claudia Mariaca	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 14 day of April, 2021.

  
\_\_\_\_\_  
JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:

  
\_\_\_\_\_  
SONNIE DIAZ, MMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:

  
\_\_\_\_\_  
LUIS FIGUEREDO, ESQ.  
CITY ATTORNEY

# EXHIBIT “A”



## City of Doral, FL Classification Description

Classification Title: (Temporary) Part-time COVID-19 PARKS AMBASSADOR  
Department: Parks & Recreation  
Pay Grade: FT (Temporary)  
FLSA Status: NE

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### GENERAL STATEMENT OF JOB

Responsible for safety and supervision of participants in City park facilities. Responsible for the safety and maintenance of park facilities and enforcement of all park rules and regulations. This position is classified as a non-exempt, (temporary) part-time position, with a schedule of not to exceed 28 hours per week.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Maintains high visibility and approachability when greeting park visitors in an effort to provide a warm and welcoming environment for all.
- Safely engages with members of the public to encourage social distancing amid the coronavirus pandemic by reminding residents to stay six feet away from one another and to wear a mask whenever possible, while not conducting physical exercise.
- Encourages safe park behavior, educates and keeps the general public safe by observing, reporting, and documenting what is happening throughout the parks.
- Ensures that any gatherings of the general public do not exceed the recommended number of group sizes.
- Tracks park usage, trash, and other site needs.
- Performs general maintenance and clean up duties at the park which include, but not limited to, the emptying of trash receptacles, sweeping, mopping and vacuuming floors, wiping down tables, chairs and other furnishings, replenishing toilet paper and hand towels, cleaning concession area, restrooms and fields, and removing/maintaining signage and barriers.
- Disinfects high touch points including railings and signage, and public washroom facility door handles.
- Reports any social disorder, vandalism, drug use, etc., to the City of Doral Police Department.
- Assists with setup and breakdown of City sanctioned events and activities.
- Assists in park inspections to ensure the safety of the public and park facilities.
- Identifies, repairs and prevents possible safety hazards or causes of injury.
- Answers department phones and assists customers.
- Enforces safety and other park rules and regulations; administers first aid as required.
- Performs other duties as required and assigned by the Assistant Park Manager and the Park Manager.
- Address and handle issues with park patrons, informs and requests supervisory assistance when needed.
- Ensure appropriate COVID-19 related signage is available and posted throughout facilities.



Additional Duties:

- Performs other related work as required.

**MINIMUM EDUCATION AND TRAINING**

- Graduation from high school or possession of an acceptable equivalency diploma preferred.
- Minimum Age Requirement: 18 years of age or older.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Additional specialized training such as camp instructor, teacher or a related field is desirable.

**MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED**

Knowledge, Skills and Abilities:

- Must possess excellent customer service skills and be able to establish good customer relations.
- Must have an ability to deal with people effectively, courteously and enthusiastically.
- Requires limited knowledge of the materials, methods and equipment typically used in recreational work and clean up duties.
- Knowledge of basic rules of safety and ability to enforce applicable rules and regulations, to include willingness to enforce COVID-19 related rules and address park patrons and infractions in a professional and courteous manner.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry and work independently to complete daily activities and tasks according to the assigned work schedule.
- Must be fluent in the English language. Spanish is a plus.

Physical Requirements:

- Ability to perceive information through sound, handle/lift/pull/push objects; express ideas through speaking quickly or accurately; stand for sustained periods of time; use visual acuity to perform activities such as viewing a computer terminal or making observations of facilities; and walk from one work site to another.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ability to wear a mask and be outside walking around and standing for long periods of time.

\*Training will be provided on Specific COVID-19 rules and regulations prior to beginning job.



