City Council

Date ..... September 16, 2014
Person Requesting ..... Stacey Child
Department ..... Parks and Recreation
Time Required for Agenda Item ..... 10 Minutes

Request to hire a Full Time Parks Maintenance Specialist II

BACKGROUND:
Currently Parks and Recreation is operating with one full time Parks Supervisor (Niel Burt), one part-time parks maintenance worker (this position was filled by Rick Hansen until he went full time for the planning department), and one full time Recreation Coordinator (Tyler Hansen), and 6 part time seasonal positions. Recently Toby Thompson left the department. His position was 50% for Recreation and 50% for Parks, however his duties pulled him more and more towards recreation, leaving the Parks struggling for manpower. The vision for our Department is to allow Tyler Hansen to primarily work as a Recreation Coordinator and helping with Parks as needed. In addition to Niel in the Parks area, we would like to hire a full time Parks Maintenance Specialist, in lieu of the part time position we currently have. It should be noted that in 2009, the Parks and Recreation Department was functioning with 2 full time Parks Workers and 1 full time Recreation Worker. When budget cuts were made, we changed the maintenance specialist position to part time. However, we have added additional park space and responsibilities to the Department since that change. Discussions have been taking place with the City Administrator, Parks and Recreation Director, and the City Finance Director regarding the advantages to be gained from hiring a full time Parks Maintenance Specialist to fill the Part Time Position vacated by Rick Hansen. In addition to the much needed manpower, this full time position would allow Niel Burt to allocate duties, train, and share his knowledge with another on the many aspects of Mapleton City Parks maintenance. This individual would also assist with weeknight and weekend reservations.

We believe that this reorganization of the Parks and Recreation Department and the hiring of a full time Parks Maintenance Specialist would achieve a much improved level of efficiency.

FINANCIAL IMPLICATIONS:
At $15 per hour the salary adjustment (which includes benefits) and budget implications would be an increase of approximately $22,957 to the current City budget.

RECOMMENDATIONS TO CITY COUNCIL: The Parks and Recreation Department be allowed to hire a Full Time Parks Maintenance Specialist II.

Mapleton City

Job Description

Title:	Parks Maintenance Worker II	**Code:**	**722**
Division:	Parks	**Effective Date:**	12/05
Department:	Public Works	**Last Revised:**	

GENERAL PURPOSE

Performs a variety of **working level semi-skilled duties** related to the construction, installation, maintenance, upkeep and repair of city buildings, recreation facilities, parks, and grounds.

SUPERVISION RECEIVED

Works under the general supervision of the Parks Superintendent.

SUPERVISION EXERCISED

Provides close to general supervision to Parks Maintenance Specialist(s) I, temporary, seasonal and part-time or full time laborers while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Serves as a crew member performs general building maintenance; constructs and maintains bowery's, small buildings and storage facilities; assures proper operation of lighting fixtures, doors, windows and plumbing; may assist in framing, painting, roofing or other skilled construction and maintenance activities related to carpentry, plumbing, and electrical; performs concrete and masonry work; assures proper installation and maintenance of playground equipment; conducts field safety inspections of all grounds and playground equipment to identify and minimize risk and liability.

Assists in the installation of sprinkler systems; selects line sizes, sprinkler spacing, type and control equipment; install, test, and maintain systems utilizing low voltage, hydraulic, or other operating features.

Performing operations such as spraying projects for the prevention or eradication of pests, fungus, and insects harmful to park plants, trees, shrubs and other environ; selects appropriate chemicals and combinations to accomplish task; maintains records of spraying activities; assures chemicals are properly stored and used in conformity with city, state, or federal regulations; operates spraying equipment.

Operates various types of heavy equipment such as front end loader, back hoe, utility trailers, bob tail dump truck, etc.; transports materials and equipment; participates in various seasonal projects such as snow removal; operates and maintains trencher; operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, aeration tractor, and various hand tools; performs routine and regular maintenance on equipment to assure efficiency and safety.

Operates complex lawn mowing equipment; mows and trims grass, bushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees; stimulates health plant growth through custom pruning and cutting.

Performs general landscape and gardening duties; plants and transplants trees, shrubs, bushes, grass, flowers etc. as directed to develop attractive parks and grounds; performs various fertilization techniques using dry and liquid chemicals.

Trains laborers in equipment usage such as backhoe, loader tractor, gang lawn mowers, and landscape equipment.

Performs various seasonal duties such as snow removal; water line winterization, performs field game-day preparations, i.e., lining & striping, etc.; provides backup support for street and water operations; assists with emergency projects.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from a standard senior high school;

AND

   B. One (1) year of experience in the maintenance, upkeep, and beautification of turf, parks and facilities;

OR

   C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

   Working knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power overseeders, aerators, thatchers, welder, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

   Apprentice level Skill in the operation of various types of light equipment such as gang mower, front end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry and masonry.

   Ability to recognize and identify common weeds and pests; ability to recognize and identify diseases common to turf and greenery; ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively, perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public.

3. Special Qualifications:

   May be required to obtain a valid Commercial Drivers License (CDL).
   May be required to become a Certified Water System Operator II or I.

4. Work Environment:

   Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I _____ have reviewed the job description. Date:_____