

**City of Carson City
Agenda Report**

Date Submitted: November 21, 2012

Agenda Date Requested: December 6, 2012
Time Requested: Consent

To: Mayor and Supervisors

From: Parks and Recreation Department- Parks Division

Subject Title: For possible action to approve the promotion of a Park Maintenance Worker I to a Park Maintenance Worker II within the Parks & Recreation Department in the Parks Division.

Staff Summary: This individual has obtained all of the required certifications and meets all of the required standards for the next level position. In addition, he recently acquired his certification from the National Recreation & Park Association as an NRPA Certified Playground Inspector. He is the only member of our staff with this current certification.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: Move to approve the promotion of a Park Maintenance Worker I to a Park Maintenance Worker II within the Parks & Recreation Department in the Parks Division.

Explanation for Recommended Board Action: The Park Maintenance Worker II position is the second level in the Park Maintenance Worker category. This position is responsible for all areas of park maintenance at their assigned park facilities, including but not limited to; irrigation programming, installation and repairs, turf mowing, trimming, fertilizing, aerating, sports field maintenance and preparation, and chemical applications for weed control. He is currently a Certified Pesticide Applicator with the State of Nevada. This promotion would allow us to become more efficient by placing more responsibility on this position, thereby benefitting our entire operation.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: \$3,016 annually, plus benefits.

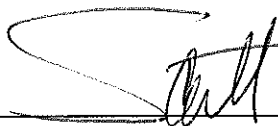
Explanation of Impact: The costs will be absorbed by the existing Parks Division operating budget in the Parks & Recreation Department. No additional funds are requested.

Funding Source: General Fund.

Alternatives: Not to approve promotion.

Supporting Material: Job Descriptions for the current position and the proposed promoted position.

Prepared By:



Scott Fahrenbruch, P&R Director of Operations

Date:

11/24/12

Reviewed By:



Roger Moellendorf, Parks & Recreation Director

Date:

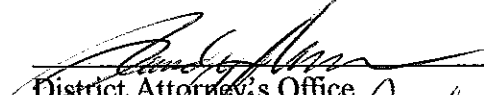
11/27/12



Lawrence A. Werner, City Manager

Date:

11/27/12



District Attorney's Office

Date:

11/27/12



Finance Department

Date:

11/27/12

Board Action Taken:

Motion: _____

1: _____

Aye/Nay

2: _____

(Vote Recorded By)

Human Resources

Class Specifications

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Class Title: Park Maintenance Worker 1

Bargaining Unit: CARSON CITY EMPLOYEES ASSOCIATION

Class Code: 00391

Salary: \$13.33 - \$18.84 Hourly
\$27,735.34 - \$39,189.49 Annually

Print Job Information

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Description	Benefits
DEFINITION: To perform semi-skilled labor in landscape construction, maintenance and related park and cemetery service activities. Receives immediate supervision from the Park Supervisor. CLASS CHARACTERISTICS: This is the entry level class in the Parks Maintenance Worker series. This class is distinguished from the Park Maintenance Worker II by the performance of more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have limited work experience in the field and may be flexibly staffed providing successful completion of the required experience, standard or better evaluation and approval from the appointing authority. PHYSICAL DEMANDS: In addition to the minimum requirements and the job duties listed for this position, the following are required: Duties require sufficient mobility to work in a typical park/cemetery field setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to sit, stoop and climb. Some accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation. Examples of Duties: EXAMPLES OF DUTIES: (The following is used as a partial description and is not restrictive as to duties required.) - Water, mow, weed trim, renovate and fertilize lawns.	

- Plant, water and maintain landscaped areas consisting of bushes, trees, flowers, shrubs and lawns.
- Trim and prune bushes, trees and shrubs; stake trees as necessary.
- Rake leaves and clear debris from walks, fields, courts and other facilities.
- Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used.
- Inspect and repair fences, cemetery and playground equipment, picnic tables, barbecues and other related parks equipment and facilities.
- Prepare and maintain athletic fields and related facilities.
- Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust heads; maintain controllers and assist in large irrigation system installation and maintenance projects.
- Operate park maintenance equipment such as small dump trucks, backhoes, front loaders and power tools such as mowers, edgers and blowers; maintain hand tools and assigned equipment.
- Respond appropriately to requests and inquiries from the general public.
- Perform snow removal duties as required.
- Must perform all duties in a safe manner.
- Perform related duties as assigned.

Typical Qualifications:

MINIMUM QUALIFICATIONS:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to qualify: graduation from high school or the equivalent, and the ability to perform heavy manual labor. Current Nevada drivers license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Uses and purposes of general construction tools and equipment.
- Safe work practices.

Ability to:

- Learn to perform semi-skilled park maintenance, reconstruction and repair work.
- Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.
- Learn to use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform heavy manual labor.

Supplemental Information:

SPECIAL CONDITIONS:

IF OFFERED EMPLOYMENT, WILL BE REQUIRED TO SUBMIT TO A BACKGROUND

INVESTIGATION. FAILURE TO PASS BACKGROUND WILL RESULT IN REMOVAL FROM THE POSITION. Employees must be willing to work overtime, shift work, weekends, flexible hours and holidays. Employees may be required to be on-call, may work under hazardous working conditions and in inclement weather. Employees in this position will have a one year probationary period.

All positions of the Parks and Cemetery Divisions of the Parks & Recreation Department will be subjected to working with prison inmate and jail trustee workers in the course of their duties. All employees must be willing to do so, and comply with all departmental policies and procedures related to these work programs as a condition of employment.

This position is covered under the Authority of:
Federal Motor Carrier safety Administration (FMCSA);
and/or under the Federal Transit Administration (FTA):

All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the Federal Motor Carrier Safety Administration (FMCSA), as set forth in 49 CFR Part 382 as amended; or the Federal Transit Administration (FTA), as set forth in 49 CFR Part 655 as amended; and the Carson City Anti-Drug & Alcohol misuse prevention Program; which are hereby referenced and made part of this job description, that mandate urine drug testing and breath alcohol testing for safety-sensitive positions, as well as those positions that require a commercial driver's license (CDL); requires termination of employment when there is a positive test result.

The U.S. Department of Transportation (DOT) also imposes 49 CFR Part 40 as amended, which is hereby referenced and made part of this job description, that set standards for collection and testing of urine and breath specimens.

Copies of parts 382, 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance website: <http://www.dot.gov/ot/dapc/index.html>

Human Resources

Class Specifications

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Class Title: Park Maintenance Worker 2

Bargaining Unit: CARSON CITY EMPLOYEES ASSOCIATION

Class Code: 00392

Salary: \$14.72 - \$20.80 Hourly
\$30,615.31 - \$43,258.59 Annually

Print Job Information

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Description	Benefits
DEFINITION: To perform semi-skilled labor in landscape construction, maintenance and related park and cemetery service activities. Receives general supervision from the Park Supervisor. CLASS CHARACTERISTICS: This is the second level class within the Parks Maintenance Worker series. Employees within this class are distinguished from the Parks Maintenance Worker I by the performance of the full range of duties as assigned the operation of the more complex landscape maintenance equipment and the application of fertilizers and pesticides. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed; in cases where the responsibilities of the position have sufficiently increased to warrant an upgrade, employees may move to the next sequential level with the completion of the required experience, a standard or better evaluation and approval from the appointing authority or when filled from the outside, this position requires prior directly related experience. PHYSICAL DEMANDS: In addition to the minimum requirements and the job duties listed for this position, the following are required: Duties require sufficient mobility to work in a typical park/cemetery field setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to sit, stoop and climb. Some accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.	

Examples of Duties:

EXAMPLES OF DUTIES: (The following is used as a partial description and is not restrictive as to duties required.)

- Water, mow, weed trim, renovate and fertilize lawns.
- Plant, water and maintain landscaped areas consisting of bushes, trees, flowers, shrubs and lawns.
- Trim and prune bushes, trees and shrubs; stake trees as necessary.
- Rake leaves and clear debris from walks, fields, courts and other facilities.
- Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used.
- Inspect and repair fences, cemetery and playground equipment, picnic tables, barbecues and other related parks equipment and facilities.
- Prepare and maintain athletic fields and related facilities.
- Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust heads; maintain controllers and assist in large irrigation system installation and maintenance projects.
- Operate park maintenance equipment such as dump trucks, backhoes, front loaders and power tools such as mowers, edger and blowers; maintain hand tools and assigned equipment.
- Respond appropriately to requests and inquiries from the general public.
- Perform snow removal duties as required.
- Must perform all duties in a safe manner.
- Perform related duties as assigned.

Typical Qualifications:**MINIMUM QUALIFICATIONS:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to qualify: graduation from high school or the equivalent, and one year of increasingly responsible experience performing park maintenance duties; or time in grade as a Maintenance Worker I. Current Nevada drivers' license, must have a current Class "A" Nevada drivers license within one year.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge:**

- Methods and techniques used in the maintenance and repair of landscaped areas and park facilities.
- Tools and the operational characteristics of mechanical equipment used in the construction and maintenance of landscaped areas and park facilities.
- Uses and application of pesticides and herbicides used in landscape maintenance.
- Uses and purposes of general construction tools and equipment.
- Safe work practices.

Ability to:

- Perform semi-skilled park maintenance, reconstruction and repair work.
- Operate a variety of vehicular and stationary mechanical equipment, in a safe and effective manner in routine situations.
- Work independently in the absence of supervision.
- Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner.
- Learn to perform semi-skilled park maintenance, reconstruction and repair work.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform heavy manual labor.

Supplemental Information:**SPECIAL CONDITIONS:**

IF OFFERED EMPLOYMENT, WILL BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION. FAILURE TO PASS BACKGROUND WILL RESULT IN REMOVAL FROM THE POSITION. Employees must be willing to work overtime, shift work, weekends, flexible hours and holidays. Employees may be required to be on-call, may work under hazardous working conditions and in inclement weather. Employees in this position will have a one year probationary period.

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