



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 3.2.17

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: For Possible Action: To approve the reclassification of a Parks and Cemetery Coordinator (CCEA A42) position to a Parks Maintenance Coordinator (CCEA A42) position. (jbudge@carson.org)

Staff Summary: The Parks and Cemetery Coordinator position is currently vacant due to a staff retirement. This request is to reclassify the position to a Parks Maintenance Coordinator, so the position can support the City's entire park system and not just needs at Lone Mountain Cemetery. Both positions are within the same pay grade and there will be no fiscal impact due to the reclassification.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

Move to approve the reclassification of a Parks and Cemetery Coordinator (CCEA A42) position to a Parks Maintenance Coordinator (CCEA A42) position.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The Parks and Cemetery Coordinator has been the lead staff person for the City's operation of Lone Mountain Cemetery. Traditionally, this position performed operation and maintenance functions including customer service, clerical tasks, cash handling, burial services, and cemetery maintenance. In addition, this position supports many tasks outside of cemetery operations including snow removal and landscaping services at numerous City buildings (Senior Services, Health and Human Services etc.) and community beautification areas (landscape medians and rights-of-way) throughout Carson City.

The cemetery function of the Parks, Recreation and Open Space Department has operated basically as a separate "division" within the Department due to its unique operation and separate enterprise fund. Unfortunately, this "division" has perpetuated operational inefficiencies, inconsistent business practices, and staff morale concerns. To address these concerns and improve service to customers, several changes have been implemented. The cemetery operation has two key components: maintenance and business functions. With the addition of a seasonal clerical hourly position now managing the business functions at the cemetery, customers are provided with quality service, consistent office hours, and business practices are improving. Previously it was very challenging for the Parks and Cemetery Coordinator to perform all cemetery business functions, while performing their diverse maintenance responsibilities throughout the city, and provide a quality service to the public. The maintenance function of the cemetery is now supported by the Parks Division, under the direction and oversight of the Park Operations Manager.

With the recent discontinuation of the Shade Tree Council, it is envisioned that the Parks Maintenance Coordinator will develop and manage the City's urban forestry program, in addition to supporting the maintenance function of Lone Mountain and Empire Cemeteries maintenance (burial services, landscaping, irrigation etc.).

The reclassification of the Parks and Cemetery Coordinator to Park Maintenance Coordinator will result in no fiscal impact, but will enable the Department to continue efforts to improve service levels and efficiencies throughout the City's park system (and cemetery) for the benefit of the public. The Parks Maintenance Coordinator job description is all inclusive and consistent with the diversity envisioned for this position, while the Parks and Cemetery Coordinator description is site specific and restrictive for a varied application.

Attachments: Job descriptions for Parks and Cemetery Coordinator and Parks Maintenance Coordinator

Applicable Statute, Code, Policy, Rule or Regulation

Cemetery regulations: NRS 451.700; NRS 452.030-.590; NRS 689.450-.715; NAC 642.110-120
Shade Tree Council: CCMC Chapter 2.18 - Shade Tree Council; CCMC Title 13- Parks and Recreation, Chapter 13.02 - Parks; CCMC Chapter 13.04 - Trees

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

Deny request for reclassification

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)



Parks & Cemetery Coordinator

Class Code:
00082

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Jul 1, 2015
Revision Date: Aug 25, 2016

SALARY RANGE

\$17.92 - \$26.88 Hourly
\$3,105.72 - \$4,658.63 Monthly
\$37,268.61 - \$55,903.54 Annually

DESCRIPTION:

Under general supervision, plans, directs and reviews the work of staff, seasonal and inmate workers; performs semi-skilled work in the care and maintenance of cemetery, parks, and other landscaped and recreation areas; performs semi-skilled maintenance and repair to cemetery and park facilities.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides lead direction, training and work review to a work crew of employees or others; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work; provides input into performance evaluations.
- Ensures that proper safety precautions are observed, instructs inmates or unskilled workers in proper work procedures.
- Work with families to obtain burial plots; coordinate efforts with funeral homes to ensure proper burials.
- Performs layout and mapping of plots in cemetery.
- Processes all financial and transaction records for cemetery funds.
- Inspects assigned areas; corrects or reports safety hazards; cleans and maintains park grounds, athletic fields, campsites, tennis courts, paved areas, paths and walkways and stairways; picks up trash and litter.
- Performs excavation and performs burials using power equipment and by hand.
- Mows, trims, edges, fertilizes, and waters lawns, medians, parks and other landscaped areas; weeds, prunes, mulches, fertilizes, and sprays trees, plants and shrubbery; prepares soil for planting; seeds and re-sods lawn areas; plants trees, seedlings and shrubs.

- Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; reads and interprets plans, specifications, blueprints and schematics; prepares as-built sketches.
- Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, small tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms and other tools; operates trucks, trailer and tractors with attachments.
- Observes safe work methods and uses safety equipment; secures work sites from safety hazards as necessary; attends safety meetings.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed and attendance.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to High School graduation or GED; AND three (3) years of landscaping maintenance experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license.

Required Knowledge and Skills

Knowledge of:

- Basic supervisory principles and practices.
- Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Soil preparation; methods and equipment used in weed, pest and insect control and treating plant diseases.
- Installation, maintenance and repair of irrigation systems.
- Use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Record keeping practices.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Instructing others in work procedures; maintaining a variety of landscaped areas.

- Using and performing basic maintenance on various hand and power tools and equipment.
- Recognizing common plant diseases and insect pests.
- Using initiative and independent judgment within established procedural guidelines.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions; preparing records and reports of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical park maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work outdoors, sometimes in adverse weather conditions and extreme temperatures. Work with exposure to potentially hazardous herbicides and pesticides. Work with exposure to animals, insects and/or noxious plants.

SUPPLEMENTAL INFORMATION:**CONDITIONS OF EMPLOYMENT:**

- 1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason.*
- 2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- 3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
- 4. Employees may be required to complete Incident Command System training as a condition of continuing employment.*

5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*

6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*

7. *Carson City is an Equal Opportunity Employer.*



Parks Maintenance Coordinator

Class Code:
00394

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

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Established Date: Jul 1, 2015
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SALARY RANGE

\$17.92 - \$26.88 Hourly
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\$37,268.61 - \$55,903.54 Annually

DESCRIPTION:

Under general supervision, plans, directs and reviews the work of a crew of Park Maintenance Workers; performs semi-skilled work in the care and maintenance of parks, and other landscaped and recreation areas; performs semi-skilled maintenance and repair to park facilities.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides lead direction, training and work review to a work crew of employees or others; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work; provides input into performance evaluations.
- Ensures that proper safety precautions are observed, instructs inmates or unskilled workers in proper work procedures.
- Mows, trims, edges, fertilizes, and waters lawns, medians, parks and other landscaped areas; weeds, prunes, mulches, fertilizes, and sprays trees, plants and shrubbery; prepares soil for planting; seeds and resods lawn areas; plants trees, seedlings and shrubs.
- Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; reads and interprets plans, specifications, blueprints and schematics; prepares as-built sketches.
- Inspects assigned areas; corrects or reports safety hazards; cleans and maintains park grounds, athletic fields, campsites, tennis courts, paved areas, paths and walkways and stairways; picks up trash and litter.
- Mixes and applies herbicides, fungicides and pesticides.
- Maintains and performs basic repair work on a variety of park and camp facilities and equipment; may paint facilities, assists with plumbing and carpentry work; builds concrete forms and assists with finishing work.

- Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, small tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms and other tools; operates trucks, trailer and tractors with attachments.
- Observes safe work methods and uses safety equipment; secures work sites from safety hazards as necessary; attends safety meetings.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed and attendance.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to High School graduation or GED; AND three (3) years of landscaping maintenance experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

Required Knowledge and Skills

Knowledge of:

- Basic supervisory principles and practices.
- Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Soil preparation; methods and equipment used in weed, pest and insect control and treating plant diseases.
- Installation, maintenance and repair of irrigation systems.
- Use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Record keeping practices.
- Painting, plumbing, welding, masonry and carpentry methods, tools and techniques.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Instructing others in work procedures; maintaining a variety of landscaped areas.
- Using and performing basic maintenance on various hand and power tools and equipment.
- Recognizing common plant diseases and insect pests.

- Using initiative and independent judgment within established procedural guidelines.
- Making accurate arithmetic calculations.
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