

FY 2022-23 Supplemental Requests

FY 2022-23 Supplemental Requests						
Department	Account	Description	Original Request	IFC Recommendation	Page #	
49	Redevelopment	602	.5 FTE Recreation Supervisor - Arts & Culture (50%)	45,460	45,460	149-153
50			.25 FTE Admin. Assistant (75% GF & 25% RDA)	23,582	23,582	69-71
51			Services and Supplies - Arts & Culture	25,000	25,000	149-153
52			New FTE Laptop, monitor, docking station, etc. (one-time)	5,000	5,000	149-153
53			1 FTE Park Maintenance Worker	87,909	-	166-178
54			Property Clean-up (RDA \$15,000)	-	15,000	72
55			Parks Operations Manager (17% to RDA)	19,305	19,305	180
			Dept. Totals	388,431	185,278	

SUPPLEMENTAL REQUESTS

(Personnel, services and supplies only – DUE MARCH 4, 2022)

FY 2022-23

DEPARTMENT NAME: Community Development	DEPARTMENT # (ORG): 1011425 (75%) & 6020088 (25%)
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DESCRIPTION OF REQUESTED ITEM: Approval to eliminate one Compliance Officer (CCEA T202) position and replace with an Administrative Assistant (CCEA A402) position.

JUSTIFICATION OF REQUEST: Community Development has two full-time Code Enforcement Officer positions in its budget. One of the two positions is vacant. Upon review of the workload in Community Development, it was determined that best staffing practices would be to eliminate the vacant Code Enforcement Officer position and replace with an Administrative Assistant position. This will also be a savings to the City since the Compliance Officer is a higher pay grade than the Administrative Assistant.

Compliance Officer (T202) \$44,544.76-66,817.40

Administrative Assistant (A402) \$41,052.18-61,578.92

In addition to salary savings, there will be no need to provide a phone allowance, an additional savings of \$80/month. It is anticipated that the Senior Office Specialists will promote into this position and we will recruit for a Senior Office Specialist.

Compliance Officer \$98,418.20

Administrative Assistant \$90,447.86

Total savings: \$7,970.34

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:	
	Increase Amount	Description	Increase Amount
Salary	\$62,810.50	2% COLA added to current annual salary due to increase on 7-1-22	
Other Pay*	.00		
Worker's Compensation	\$744	Remove Compliance Officer	(\$ 98,418.20)
Group Insurance	\$11,180	\$7,296.48 \$608.04/month x 12 months	
Medicare	\$910.7522	1.45% of base salary	
Pers	\$18,686.1233	29.75% of base salary	
Total Personnel Costs (1)	\$ 94,331.37	Total Services and Supplies (2)	
GRAND TOTAL:			Savings of \$4,086.83

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

** Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.

SUPPLEMENTAL REQUESTS

(Personnel, services and supplies only – DUE MARCH 4, 2022)

FY 2022-23

DEPARTMENT NAME: Community Development	DEPARTMENT # (ORG): 1011425
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DESCRIPTION OF REQUESTED ITEM: Funds to pursue code enforcement related abatements.
There is currently a Property Clean up fund with \$10,000.00
Account#101425-500461

JUSTIFICATION OF REQUEST: Title 8 allows for the city to abate a violation. The city would like to pursue abatement as that is the more productive path at times, but currently does not have a sufficient budget. This represents a new approach to code enforcement that has not been pursued regularly.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES**:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	Code Enforcement / Abatement	\$90,000.00
Other Pay*	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)	\$90,000.00
		GRAND TOTAL:	\$90,000.00 \$.00

Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.

IFC Recommended sharing cost with RDA, just \$15,000 would shift to RDA.

SUPPLEMENTAL REQUESTS

(Personnel, services and supplies only – DUE MARCH 4, 2022)

FY 2022-23

DEPARTMENT NAME: Parks, Recreation & Open Space

DEPARTMENT # (ORG): 1015005, 6027505

DESCRIPTION OF REQUESTED ITEM: Approval to hire 1 FTE Recreation Supervisor – Arts and Culture; establish a services and supplies budget for the Arts and Culture Program; and authorize position start up costs.

JUSTIFICATION OF REQUEST: At the BOS Retreat on 2.25.2022, the Board directed staff to include a City Arts and Culture position within the Parks, Recreation and Open Space Department and a services and supplies budget to be jointly funded by the General Fund and Redevelopment. This position would be tasked to work with the Arts and Culture Commission and the Culture and Tourism Authority to implement the Arts and Culture Master Plan. The services and supply budget is envisioned to be versatile, for use as grant match, purchasing program supplies, printing promotional materials and other needs to support the City's Arts and Culture Program. The existing Recreation Program Supervisor job description is attached as a place holder, but staff will work with Human Resources to further define the job description with the previous Arts and Culture Coordinator duties to be incorporated to ensure it meets the envisioned grant and management requirements. The position will be located at the Carson City Community Center and this request includes office equipment and modifications to the existing space to accommodate this new position. Please see attached organizational chart.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES**:	
	Increase Amount	Acct# / Description	Increase Amount
Salary Amount is at the top of the bottom 1/3, also includes 2% COLA effective 7.1.2022	\$59,457.99	6027505: Laptop, Monitor, docking station, desk, chair, data line and office module set up. (one time purchase)	\$5,000.00
Other Pay* phone allowance	\$960.00	6027505 services and supplies annual budget	\$50,000 \$25,000, already \$25,000 in budget.
Worker's Compensation	\$744.00		
Group Insurance	\$10,000.00 11,180		
Medicare 1.45%	\$862.14		
Pers 29.75%	\$17,715.53		
Total Personnel Costs (1)	\$89,739.66 \$90,919.66	Total Services and Supplies (2)	\$55,000
	\$90,919.66	GRAND TOTAL:	\$120,919 \$149,735.66

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

** Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.



Recreation Program Supervisor

Class Code:
00466

Bargaining Unit: UNCLASSIFIED EMPLOYEES

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Feb 12, 2010
Revision Date: Mar 9, 2018

SALARY RANGE

\$24.26 - \$36.39 Hourly
\$50,458.93 - \$75,689.74 Annually

DESCRIPTION:

Under general supervision, plans, organizes and supervises recreation, sports, cultural and related programs and activities.

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.

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for assigned facility, programs and activities.
- Plans, develops, implements, promotes and directs a broad recreational and/or cultural program of activities and services centered on one or multiple community facilities.
- Assists in preparing and administering the budget for assigned facility, programs and activities; assists in developing and administering grants.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Schedules and coordinates facilities reservations and rentals by private individuals and groups; instructs groups in rental and usage requirements; communicates with outside agencies to secure the use of satellite facilities.
- Oversees the receipt and recording of funds for facility and program participation.
- Recommends selection of staff; trains staff in work procedures; administers discipline as required.
- Creates promotional information for recreational programs.
- Prepares a variety of periodic and special reports related to facility usage and associated recreation and cultural programs and activities.
- Evaluates the effectiveness of programs and makes modifications as required.
- 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.
- Surveys the facility or program area to determine recreation needs and plans and implements programs to satisfy these needs.

- Uses a variety of standard office equipment in the performance of the work; drives a personal or City vehicle in the performance of the work.
- Promotes good relationships with neighborhood and community groups and other agencies.
- Maintains a variety of records; makes periodic and special reports of work.
- 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:

Bachelor's degree in recreation, or a closely related field; AND three (3) years of professional level recreation and/or cultural facility or community supervision which has included recreation and/or cultural program planning and administration experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

SPECIAL NOTE: This position, along with other child care providers, are one of many groups of professionals required to report known or reasonable suspicion of abuse and/or neglect of children in their care and are considered mandated reporters as outlined in Nevada Revised Statutes.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.
- Automated External Defibrillator (A.E.D.) certification.
- CPR certificate.
- First Aid certificate.
- Mandated Reporting: Recognizing Child Abuse and Neglect.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of recreation/cultural program planning, development, implementation and administration.
- Community recreation/cultural facility management, including scheduling, maintenance and security.
- Principles, practices and methods of leisure service or community recreation need assessments and program evaluation.
- Public recreation/cultural trends and community needs and resources.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Rules, regulations and ordinances pertaining to recreation and/or cultural programs and facilities.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Financial record keeping practices.
- Basic budgetary practices and terminology.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.

- Selecting, motivating, and evaluating staff and providing for their training and professional development.
- Developing and implementing program and project goals, objectives, procedures and work standards.
- Planning, organizing and implementing multi-faceted recreation and/or cultural programs and activities.
- Performing technical and trades skills; use of technical, hand and power tools; safety procedures associated with activities.
- Exercising sound independent judgment within general procedural guidelines.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using initiative and independent judgment within general policy guidelines.

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.

Mobility to work in a typical aquatics/theater/recreation setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Work is subject to performance with exposure to inclement weather conditions.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no 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 \$56.25 and a drug screen which costs \$36.50. Employment is*

contingent upon passing the background and the drug screen.

6. This position is required to make a report in accordance with Nevada Revised Statute 432B.220, if, in his or her professional or occupational capacity, he or she knows or has reasonable cause to believe that a child has been abused or neglected.

7. 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.

8. Carson City is an Equal Opportunity Employer.

SUPPLEMENTAL REQUESTS

(Personnel, services and supplies only – DUE MARCH 4, 2022)
FY 2022-23

DEPARTMENT NAME: Parks, Recreation & Open Space

DEPARTMENT # (ORG): 2545047, 6027505, and 1015012

DESCRIPTION OF REQUESTED ITEM: Approval to hire 3 FTE Parks Maintenance Workers I (CCEA A202) or II (CCEA A302) for the Department. (1 FTE Quality of Life Open Space, 1 FTE Redevelopment, and 1 FTE Parks Maintenance) **Instead of General Fund Park Maint. - IFC agreed QofL Park Maint.**

JUSTIFICATION OF REQUEST: This item, if approved, would fund three full-time Parks Maintenance Workers for the Department. The city is responsible for maintaining approximately 8,000 acres of parks, trails and open space. (Please see attached job descriptions and proposed organizational chart)

OPEN SPACE: Currently, the Open Space program consists of only three full-time, and two part-time staff to assist in management of 7,000 open space acres. In order to effectively manage the natural resources and recreational demands associated, the Open Space program needs more on the ground maintenance support. Additionally, in recent years the city has made significant financial and staff time investments in improving open space facilities and areas, including new trail systems and improvements to the Prison Hill OHV Area. Silver Saddle Ranch also requires substantial staff time to maintain the historic structures and manage aging infrastructure such as fences and gates that have had deferred maintenance since acquiring 4,500-acres of property from the BLM in 2015. Adding additional staff to maintain these areas is crucial in ensuring these investments are maintained for the benefit of the public. Furthermore, in addition to assisting with the maintenance and management of open space acres, this position would also provide assistance throughout the Department, including snow removal activities.

REDEVELOPMENT: Mills and Fuji Parks are both located within Carson City's Redevelopment Districts. Being two of the city's larger parks, they provide a regional draw with their special events and programs, bringing in hundreds of thousands of participants annually. With the loss of 20 FTE in inmates during the COVID-19 pandemic and the inability to retain seasonal staff labor, this has impacted the care and maintenance of parks, especially at Mills and Fuji. Having a consistent and talented workforce will not only improve service to customers, but improve the overall appearance of the parks, while reducing liability, by improving service levels, and safety of park amenities. 1 FTE would be dedicated to Fuji Park, while 1 FTE, already funded by Redevelopment is already dedicated to Mills Park. This individual will be part of the larger Parks Maintenance team, but also helps with snow removal on city sidewalks and city facilities, in addition to other parks maintenance duties, which directly benefit the Redevelopment Districts.

PARKS MAINTENANCE: Parks Maintenance staff oversee the care and maintenance of over 700 developed acres, including park sites, 3 sport complexes, 3 cemeteries (Lone Mountain, Empire and Pet) and 2 regional parks that host many special events and reservations. In addition, to those facilities there are 9 public building sites, a rifle/pistol/archery ranges, and a disc golf park. Parks maintenance staff have been overseeing non-turf landscaping in city Right of Ways and medians, in developments where areas are owned by the city. In order to continually maintain all these areas, an additional investment is needed to increase the on the ground labor force. Some of the areas listed require more intense maintenance, leaving other areas neglected with staff unable to get to for months or unless a safety concern is identified. At the Board's direction, staff have been contracting out more landscape/restroom maintenance services than ever before, but are still falling short on keeping up with the park facilities due to loss of inmates and the inability to retain seasonal labor. An increase in full time labor would enable the Department to reallocate and reprioritize assignments to provide more timely maintenance practices and quicker response times to problem areas. At the current staff rate, the Department is only able to provide minimal maintenance of mowing, trash pick-up and opening of facilities during the past 2 growing seasons (April – October). In June of 2006, the Parks Dept. was at its highest total for seasonal park maintenance employees at 25. Around 2014 those numbers dipped to around 15 and recently 2020 through 2022 the number of seasonal employees has ranged between 2-4 total. There is more interest in full time employment because of the stability it provides than seasonal employment. Inmate workers have not been available for use since March of 2020. Currently, there is an updated contract with the Nevada Department of Corrections but with State staffing shortages and few inmates qualifying for the work release program the city has not seen any inmate help. Currently there are 10 Park Maintenance positions allocated to the Department.

(3) PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES**:	
General Fund, Redevelopment & QOL OS			
	Increase Amount	Acct# / Description	Increase Amount
Salary: x3 Based on a Grade A302 for a PMW2 with the 2% COLA effective 7-1-22	\$57,343.93	Uniform Allowance x3 1015012 6027505 2575047	\$500.00
Other Pay* x3 CCEA Foul Weather Gear	\$150.00		
Worker's Compensation x3	\$744		
Group Insurance	10,000.00 11,180		
Medicare 1.45% x3	\$831.49		
Pers 29.75% x3	\$17,059.82		
Total Personnel Costs (1)	\$86,229.24 \$87,409.24	Total Services and Supplies (2)	\$500.00 \$87,909.24 each
		GRAND TOTAL:	General Fund: \$86,729.24 Redevelopment: \$86,729.24 QOLOS: \$86,729.24 TOTAL: \$260,187.72 \$263,727.72

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

** Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.

PLEASE NOTE: As part of a larger diversified funding strategy proposed by the Department to reduce impacts to the General Fund, it is recommended that 1FTE funded from QOL Open Space, 1 FTE funded by Redevelopment and 1 General Fund. The Department has proposed numerous staff reallocations providing for a significant GF offset to reduce the impact for this request. See allocation spreadsheets provided.

IFC Approved 2 - Quality of Life - Open Space and Quality of Life - Park Maintenance - original request from general fund was denied given very large contractual services request. RDA was also denied by IFC given large contractual services request.



JOB DESCRIPTION

JOB TITLE:	Parks Maintenance Worker I	FLSA: Non-Exempt
DEPARTMENT:	Parks, Recreation & Open Space	GRADE: A201/A202
REPORTS TO:	Parks Operations Manager	PCN:
DATE:	July 1, 2021	

SUMMARY OF JOB PURPOSE:

Under general supervision, performs semi-skilled and skilled work in the care, maintenance, repair and restoration of city parklands. This includes: playing fields, cemeteries, native and landscaped areas, trails, and recreation amenities. The Parks Maintenance Worker I is an entry level and trainee class within the Parks Maintenance Worker series. This class is distinguished from Parks Maintenance Worker II in that the incumbents receive continual training and education opportunities, while gaining on-the-job experience. Additionally, this position will use and operate a variety of manual and power tools and equipment, respond to requests and inquiries from the public, provide visitor information as necessary and perform related work as required.

ESSENTIAL FUNCTIONS:

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.

- Performs a variety of semi-skilled and skilled work in the care, maintenance, repair, and restoration of City parklands to ensure safe and efficient access for the public and staff.
- Performs a variety of landscape maintenance tasks including, but not limited to: mowing, trimming, edging, fertilizing, seeding/re-seeding; and aerating turf areas and sports fields; maintains native and landscaped areas; weeds, prunes, mulches; prepares soil for planting; plants trees, and shrubs; installs, repairs, adjusts and maintains irrigation systems.
- Grooms and prepares sports fields for practices, games, tournaments, and public use.
- Cleans and maintains park and recreation facilities; restrooms and picnic shelters; check and replenish tissue, towels, and soap; gather and remove garbage and litter from grounds and facilities.
- Under general supervision, mixes and applies herbicides, fungicides, and pesticides.
- Maintains and performs repair work on a variety of park equipment; may paint facilities, assists with plumbing and carpentry work; maintain or conduct basic repairs on hardscapes (paved trails), builds basic concrete forms and assists with finishing work.
- Operates and maintains a variety of hand and power landscaping tools and equipment, including mowers, tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, brooms, and other tools; operates trucks, small utility vehicles, trailers, and tractors with attachments.
- Performs snow removal activities as required.

- Observes safe work methods and uses appropriate personal protective equipment; secures worksites from safety hazards as necessary; ensures safe storage and disposal of hazardous materials; reports and documents safety concerns and 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 completes work orders as assigned.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of work team.
- Instructs, trains, and directs the work of seasonal employees, volunteers, inmates, or less experienced staff.
- Demonstrates courteous and cooperative behavior when interacting with the public and City 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 a High School education or GED; AND one (1) year of horticultural or landscape experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license.
- Must obtain an OSHA 10 General Construction certificate within 3 months of employment.

Required Knowledge and Skills

Knowledge of:

- Maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Techniques for maintaining landscaped areas.
- Principles and standard practices of trades as they apply to parks construction and maintenance such as basic painting, plumbing, concrete and carpentry methods, tools, and techniques.

- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Soil preparation and enrichment.
- Basic installation, maintenance, and repair of irrigation systems.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Office practices, methods, computer equipment, and basic computer applications.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Making accurate arithmetic calculations.
- Maintaining a variety of landscaped areas.
- Recognizing common plant and insect pests.
- Reading and interpreting standard plans, maps, and instructions.
- Understanding and following oral and written directions.
- Preparing basic records and reports of work performed.
- Working without close supervision in standard work situations.
- 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. Incumbents are not required to apply theory or to use their own judgment. 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 ability to safely operate hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds, and in excess of 50 pounds with proper equipment or assistance; 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.

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, or no 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 \$56.25 and a drug/alcohol screen which costs \$84.00. 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. All positions of the Parks and Cemetery Divisions of the Parks and 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.

8. This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA) and/or 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 FMCSA, as set forth in 49 CFR part 382 as amended; or the FTA, as set forth in 49 CFR part 655 as amended; and the Carson City Anti-Alcohol Misuse Prevention Program; which are hereby referenced and made part of this job description, that mandate urine 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 US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.

9. Copies of parts 382, 655 and 40 are available in the Alcohol Program Manager's office and on the internet at the Office of Drug and Alcohol Policy and Compliance website www.dot.gov/ot/dapc/index.html
10. Carson City is an Equal Opportunity Employer.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”



JOB DESCRIPTION

JOB TITLE:	Parks Maintenance Worker 2	FLSA:	Non-Exempt
DEPARTMENT:	Parks, Recreation & Open Space	GRADE:	A301/A302
REPORTS TO:	Parks Operations Manager	PCN:	
DATE:	July 1, 2021		

SUMMARY OF JOB PURPOSE:

Under general supervision, performs semi-skilled and skilled work in the care, maintenance, repair and restoration of city parklands. This includes: playing fields, cemeteries, native and landscaped areas, trails, and recreation amenities. The Park Maintenance Worker II is the skilled and experienced level within the Parks Maintenance Worker series and is expected to perform assigned duties with minimal supervision. the job experience. Additionally, this position will use and operate a variety of manual and power tools and equipment, respond to requests and inquiries from the public, provide visitor information as necessary and perform related work as required.

ESSENTIAL FUNCTIONS:

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.

- Performs a variety of semi-skilled and skilled work in the care, maintenance, repair, and restoration of City parklands to ensure safe and efficient access for the public and staff.
- Performs a variety of landscape maintenance tasks including, but not limited to: mowing, trimming, edging, fertilizing, seeding/re-seeding; and aerating turf areas and sports fields; maintains native and landscaped areas; weeds, prunes, mulches; prepares soil for planting; plants trees, and shrubs; performs trail maintenance and construction duties, including trail repairs, clearing downed trees, erosion control; maintains and constructs drainage systems, trail bridges, culverts, fences and gates.
- Installs, repairs, adjusts, and maintains irrigation systems.
- Grooms and prepares sports fields for practices, games, tournaments, and public use.
- Cleans and maintains park and recreation facilities; restrooms and picnic shelters; check and replenish tissue, towels, and soap; gather and remove garbage and litter from grounds and facilities.
- Operates a full range of light and heavy maintenance and grounds equipment including tractors, backhoes, skid steers, bobcats, dump trucks, boom trucks, forklifts, riding lawn mowers and snow removal equipment.
- Under general supervision, mixes and applies herbicides, fungicides, and pesticides.
- Maintains and performs repair work on a variety of park equipment; may paint facilities, assists with plumbing and carpentry work; maintain or conduct basic repairs on hardscapes (paved trails), builds basic concrete forms and assists with finishing work.

- Operates and maintains a variety of hand and power landscaping tools and equipment, including mowers, tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, brooms, and other tools; operates trucks, small utility vehicles, trailers, and tractors with attachments.
- Performs snow removal activities as required.
- Observes safe work methods and uses appropriate personal protective equipment; secures worksites from safety hazards as necessary; ensures safe storage and disposal of hazardous materials; reports and documents safety concerns and 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 completes work orders as assigned.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as a member of work team.
- Instructs, trains, and directs the work of Park Maintenance Worker I, seasonal employees, volunteers, inmates, or less experienced staff.
- Demonstrates courteous and cooperative behavior when interacting with the public and City 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 a High School education or GED; AND two (2) years of park maintenance, horticultural or landscape experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license.
- A valid Class A commercial driver's license (CDL) must be obtained within the first year of employment and maintained through the course of employment for this position.
- Must possess and maintain an OSHA 10 General Construction certificate
- May be required to possess and/or maintain an additional license(s)/certification(s) applicable to the position as approved by the Department and Human Resources, such as: International Society of Arboriculture Certified Arborist; Certified Sports Turf Manger, Certified Playground Safety Inspector; Backflow Certification; Landscape, irrigation, or turf certification, Pesticide Applicator or other applicable certifications; at time of hire or promotion.

Required Knowledge and Skills

Knowledge of:

- Maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Use and minor maintenance of commonly used hand and power landscaping tools and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Techniques for maintaining landscaped areas.
- Principles and standard practices of trades as they apply to parks construction and maintenance such as basic painting, plumbing, concrete and carpentry methods, tools, and techniques.
- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Soil preparation and enrichment.
- Basic installation, maintenance, and repair of irrigation systems.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Office practices, methods, computer equipment, and basic computer applications.
- Basic principles and practices of resource management, including weed management and habitat restoration

Skill in:

- Performing a variety of construction, modification, maintenance and repair work with accuracy, speed, and minimal supervision.
- Safely using and maintaining hand and power tools related to the work.
- Making accurate arithmetic calculations.
- Maintaining a variety of landscaped areas.
- Recognizing common plant and insect pests.
- Reading and interpreting standard plans, maps, and instructions.
- Understanding and following oral and written directions.
- Preparing basic records and reports of work performed.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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. Incumbents are not required to apply theory or to use their own judgment. 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 ability to safely operate hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds, and in excess of 50 pounds with proper equipment or assistance; 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.

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, or no 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 \$56.25 and a drug/alcohol screen which costs \$84.00. 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. All positions of the Parks and Cemetery Divisions of the Parks and 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.
8. This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA) and/or 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 FMCSA, as set forth in 49 CFR part 382 as amended; or the FTA, as set forth in 49 CFR part 655 as amended; and the Carson City Anti-Alcohol Misuse Prevention Program; which are hereby referenced and made part of this job description, that mandate urine 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 US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.

9. Copies of parts 382, 655 and 40 are available in the Alcohol Program Manager's office and on the internet at the Office of Drug and Alcohol Policy and Compliance website www.dot.gov/ot/dapc/index.html

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

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”

SUPPLEMENTAL REQUESTS

(Personnel, services and supplies only – DUE MARCH 4, 2022)

FY 2022-23

DEPARTMENT NAME: Parks, Recreation & Open Space

DEPARTMENT # (ORG): 6027505

DESCRIPTION OF REQUESTED ITEM: Increase Park Operations Manager salary from 3% to 20% from the Redevelopment Fund. (see attached allocation chart)

JUSTIFICATION OF REQUEST:

The Parks Operations Manager, and his Parks Maintenance team, spend a significant amount of time with pre-planning, logistics and post event tasks at Mills and Fuji Parks, and select events in the downtown area, all which are located within a Redevelopment District. For each event, at minimum, staff conducts a pre-event on-site walk through with the event organizer (reviews event plan, set up, permitting requirements, insurance, layout, logistics, identify other Dept. approvals); a post event walk through, processes cleaning and damage deposits; coordinate replacement/repairs as needed; coordinates specific items for CTA endorsed events, and schedules staffing and support as required (restroom cleaning contractor, portable restroom requirements etc.). In addition, Parks Maintenance coordinates snow removal (parking lots, sidewalks at these locations (Community Center, Pool) so they are safely accessible for the public. To provide a pre-COVID-19 example of a typical event calendar, please see the below list from 2019 for a sample of events:

2019 Overview

MILLS PARK: Carnivals (3), 4th of July Fireworks, Car Shows (3), NV State Fair, NV Day, CCSO Motor Challenge, Epic Rides, Relay For Life Cancer walk, BOOnanza

FUJI PARK: Dog Shows (5), Rock Crawler and Brews, Crossfit Competition, Youth Fishing Day, Car Shows (3), 4H Fair, Flat Track, Gourd Fest, NV Day, Mounted Posse

DOWNTOWN SELECT EVENTS: Brewfest, Taste of Downtown, Farmers Market

It is estimated that approximately 20% of the Park Operations Manager’s time is dedicated to these tasks. This item, if approved, would increase Redevelopment Fund from 3% to 20%.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES**:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$13,286		
	\$92		
Other Pay*	.00		
Worker's Compensation	\$126		
	.00		
Group Insurance	\$1,655		
	\$193		
Medicare	.00		
Pers	\$3,953		
	.00		
Total Personnel Costs (1)	\$19,305	Total Services and Supplies (2)	
General Fund		GRAND TOTAL:	
1015012	(\$19,305)		\$.00

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

** Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.