

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Authorization of Wage Increase for Spring/Fall Seasonal Labor Position

Date: September 1, 2020

Background Information:

The Village operational departments utilize seasonal labor during the summer months to assist staff with various projects and maintenance activities. Usually these positions are filled with high school or college aged individuals that work from May through August, about 12 weeks. In the Parks Department these individuals typically perform maintenance activities like mowing, trimming, athletic field maintenance, general park caretaking and facility maintenance, and assist full time staff with park projects and forestry duties.

In recent years, we are seeing a need for more help in the Parks Department during the shoulder seasons of spring (April-May) and fall (August-October) before and after the college students are able to work. These shoulder seasons can be some of the busier times with turf maintenance and completing projects. We are also seeing an increased need for our full time staff in forestry maintenance activities which is taking away from park maintenance duties.

We have had difficulty in filling the park maintenance seasonal position during the spring and fall seasons lately. We believe that an increase in wage during the spring and fall seasons will attract more interest and filling our needs.

Previous Information/Action:

None

Budget Item/Funding:

The proposed starting wage for the Spring/Fall Seasonal Laborer would be \$15.00 per hour, up from \$10.50, which is the current starting wage for Seasonal Street, Water, and Park Maintenance position. The wage would increase \$0.25 per year for returning employees which is in line with other seasonal labor position.

Due to the situation with COVID 19, we only were able to hire 3 out of 6 staff for the department this summer. Because of that, the remaining budget in the Parks and Forestry departments for

seasonal staffing in 2020 is \$19,270 which is sufficient to cover the increase wages for the remainder of this year.

Staff Recommendation:

Staff is asking the Village Board to authorize a starting wage of \$15.00 per hour for spring/fall seasonal labor position.

Attachments:

- Park Maintenance Seasonal Laborer Position Description
- 2020 Seasonal Wage Schedule



**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE:	Park Maintenance Seasonal Laborer	APPROVED:	3/15/16
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REPORTS TO:	Parks & Facilities Foreman	FLSA STATUS:	Non-Exempt
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JOB PURPOSE: This is a seasonal position that assists with the general maintenance and custodial duties of parks and other village owned facilities and properties.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Maintains turf and landscape areas.
- Operates mowing, grooming, trimming, and various landscape maintenance equipment.
- Assists full time staff with projects and various maintenance activities.
- Paints and stains equipment, facilities, and fixtures.
- Grooms, marks and waters athletic fields.
- Removes litter from Village parks and facilities.
- Cleans park shelters and performs janitorial duties.
- Assists with the delivery of supplies.

POSITION QUALIFICATIONS:

- A high school diploma or equivalent and some work experience are preferred.
- Must be at least 18 years or older.
- Must possess a valid State of Wisconsin Driver's License.
- Ability to communicate effectively with patrons.
- Be able to work independently with little or no supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate, mowers, tractors, trucks, trailers, and other power equipment.
- Knowledge of hand and power tools used in maintenance work.
- Ability to perform manual labor for extended periods of time and work under most weather conditions.
- Ability to stand, bend, kneel, reach, climb, walk, and lift up to 50 pounds.
- Ability to work independently as well as part of a team; work cooperatively with others and take direction.
- Ability to deal tactfully and effectively with the public.

SUPERVISION/DECISION MAKING: Does not supervise others. Decisions affect the operation of the work unit. Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent contact with co-workers, immediate supervisor and residents. Contacts involve routine matters where information is furnished or obtained. Customer service is essential.

HOURS OF WORK: Typical working hours for this position are:

April 1 to October 31 – Four days per week – 10 hours per day 6:00am-4:00pm.

November 1 to March 31 – Five days per week – 8 hours per day 7:00am-3:00pm.

Hours may be flexible to accommodate the needs of the Department. Punctuality for this position is required. This position is limited to a maximum of 1199 hours per year.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.

2020 Seasonal Wage Schedule
Effective January 1, 2020
Random Wage Increase

Position	1st	2nd	3rd	4th	5th	6th + Years
Street, Water, Parks Maintenance and Playground Attendants	10.50	10.75	11.00	11.25	11.50	No Increase
Ice Rink/Gym Supervisors	8.25	8.50	8.75	9.00	9.25	No Increase
Slowpitch/Kickball Official	16.00	16.50	17.00	17.50	18.00	No Increase
Modified Softball Official (Fall)	18.00	18.50	19.00	19.50	20.00	No Increase
Yardwaste Inspector	10.50	10.75	11.00	11.50	12.00	No Increase
Crossing Guards	11.60	12.75	14.00	No Increase	No Increase	No Increase
Camp Coordinator	14.25	14.50	14.75	15.00	15.25	
Watchman (Park Security)	9.50	(Premium pay of 11.00/hr after 9pm)				
Dance/Program Instructor	13.00	13.25	13.50	13.75	14.00	
Head Tennis Instructor	12.00	12.25	12.50	12.75	13.00	
Community Center Cleaner	9.50					
Community Center Senior Cards Coordinator	8.25	8.50	8.75	9.00	9.25	

No changes from 2018

	2019	2018
Chief Election Inspector	11.00/hr	11.00/hr
Election Inspector	9.00/hr	9.00/hr

Approved:

Brad _____
 Debbie _____
 Sean G _____
 Chris _____
 Julie _____

