

# Memo

To: Finance and Personnel Committee

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

Re: Authorization of a Spring/Fall Park Maintenance Seasonal Labor Position Description and Wage Rate

Date: February 22<sup>nd</sup>, 2021

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## 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.

Previously the Department has extended the timeframe for summer seasonals to help with the need, however we have had difficulty in filling the position during the spring and fall seasons lately. In 2020 the Village Board approved a temporary wage increase to fill this need for September and October of 2020.

## Previous Information/Action:

9/1/2020 Village Board approved a temporary wage increase of \$15/hr. to hire a fall seasonal for the remainder of the fall season (through October) and to address the wage during budget cycle.

## Budget Item/Funding:

The proposed starting wage for the Spring/Fall Seasonal Laborer would be \$13.50 per hour. The wage would increase \$0.25 per year, up to \$14.50, for returning employees. The Department would utilize the current budget to fund this position. This would reduce our summer seasonal positions from 6 to 4.5 positions (May through August) and add one spring/fall position.

Staff Recommendation:

Staff is asking to authorize the position description and wage range of \$13.50-\$14.50 per hour for spring/fall seasonal labor position.

Attachments:

- Spring/Fall Park Maintenance Seasonal Laborer Position Description
- Wage Comparison from Surrounding Municipalities



**VILLAGE OF ALLOUEZ  
POSITION DESCRIPTION**

|                        |  |                     |            |
|------------------------|--|---------------------|------------|
| <b>POSITION TITLE:</b> | Spring/Fall Park Maintenance<br>Seasonal Laborer | <b>APPROVED:</b>    |            |
| <b>REPORTS TO:</b>     | Parks & Facilities Foreman                       | <b>FLSA STATUS:</b> | Non-Exempt |

**JOB PURPOSE:** This is a seasonal labor position with an emphasis on park maintenance, facility maintenance, and urban forestry operations. This position has a split working season during the spring (April & May) and fall months (September & October).

**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, athletic fields, and landscape areas on village properties.
- Operates vehicles, mowing, grooming, trimming, and various landscape maintenance equipment.
- Removes litter from Village parks and facilities.
- Cleans and sanitizes park facilities and performs janitorial duties.
- Performs daily routine maintenance on vehicles and equipment.
- Assists full time staff with projects and various maintenance activities.
- Assists full time staff with urban forestry operations.
- Performs other duties as assigned by supervisor.

**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 co-workers and patrons.
- Be able to work independently and make decisions with little or no supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and ability in the operation of mowers, tractors, utility vehicles, trucks, trailers, and other power equipment.
- Knowledge of hand and power tools used in maintenance work.
- Knowledge of grounds maintenance practices and equipment.
- Knowledge of basic facility maintenance and custodial practices.
- 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.

**DATES AND HOURS OF WORK:** Typical dates and working hours for this position are:

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

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

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.*