

Memo

To: Village Board

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

Re: Authorization to Fill the Open Full Time Park Maintenance Position in Parks, Rec, & Forestry Department

Date: April 20th, 2021

Background Information:

Jerry Watzka retired from the Parks, Recreation, and Forestry Department on April, 15th, 2021 after 33 years working for the village. The Department is staffed with four full time maintenance personnel; one Park & Facility Foreman, one Park Mechanic/Maintenance staff, and two Parks Maintenance staff. In addition the Department hires one Spring/Fall Maintenance person and five Summer Seasonal Maintenance staff to assist full time staff with operations from April through October.

The Parks Maintenance position is a semi-skilled position responsible for the maintenance of the Village's parks, grounds, trails, recreation areas, athletic fields, facilities, and the urban forest. Additionally this position performs special projects in parks and facilities, special event setup/cleanup, assists with elections, and assists other departments as needs arise.

Previous Information/Action:

None

Budget Item/Funding:

The wage range for the Park Maintenance position in 2021 is \$22.11 - \$29.91 per hour (\$45,981 - \$62,209).

Staff Request:

Staff is requesting authorization to advertise and hire for the open Parks Maintenance position.

Attachments:

- Park Maintenance Job Description
- Department Operations Work Plan



VILLAGE OF ALLOUEZ
POSITION DESCRIPTION

POSITION TITLE: Parks Maintenance

APPROVED: May 19, 2015

REPORTS TO: Director of Parks, Recreation & Forestry **FSLA:** Non-exempt

JOB PURPOSE: This is a semi-skilled position responsible for the maintenance of the Village's parks, grounds, trails, recreation areas, athletic fields, facilities, and the urban forest.

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 and repairs all Village facilities.
- Maintains Village parks, grounds, trails, open spaces, recreation sites, and athletic fields.
- Maintains the Village's public urban forest.
- Maintains tennis courts, playgrounds, and equipment.
- Grooms, marks and irrigates playing fields.
- Cleans and sanitizes restrooms, park buildings, shelters and Community Center.
- Operates a variety of maintenance machinery, vehicles, and equipment.
- Performs various construction projects.
- Performs set up and cleanup of special events, rentals, leagues, and tournaments.
- Performs snow removal operations from parks, trails, and facilities.
- Available to report to work outside of normal working hours for emergencies, snow removal activities, and call ins.
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POSITION QUALIFICATIONS:

- A high school diploma or equivalent and a minimum of 3 years of similar work experience are required.
- Must possess a valid State of Wisconsin Commercial Driver's License – Class B with air brakes.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge in all facets of the construction field.
- Knowledge of carpentry skills including reading and understanding blueprints
- Knowledge of basic electrical skills, plumbing skills and mechanical skills
- Knowledge of landscaping and athletic field maintenance.
- Knowledge of grounds maintenance practices and equipment.
- Knowledge of basic arboriculture and horticulture practices.

- Ability to operate a variety of equipment and tools utilized in grounds and facility maintenance and the construction trade.
- Ability to work cooperatively with others and to deal tactfully and effectively with the public, vendors, contractors, and village staff.
- Ability to work independently, problem solve, plan, and evaluate the work of self.
- Ability to work at heights and in a variety of weather conditions.
- Ability to perform tasks that require frequent standing, bending, kneeling, climbing, reaching, and twisting. Ability to lift minimum of 50 pounds.
- Ability to communicate effectively both verbally and in writing.

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 general public. Contact involves routine matters where information is furnished or obtained. Customer service is essential.

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.

ALLOUEZ PARKS, REC, FORESTRY, & FACILITIES

WORK PLAN

SPRING

Park Operations

- Clean and sanitize park restrooms daily
- Clear debris from parking lots
- Ensure all soccer goals are properly positioned and anchored
- Inspect and maintain drainage systems in late winter/early spring
- Inspect and remove trash and debris daily
- Install pickleball, tennis, and soccer nets for season
- Install windscreens
- Install woodchips in playgrounds
- Install kayak launches
- Maintain and repair equipment
- Maintain landscape and flower beds
- Monitor and repair park areas as needed
- Mow and trim turf areas
- Perform spring cleanups in parks
- Playground inspections & audits; inspects playgrounds monthly
- Prepare all park shelters for public use
- Prepare and clean trails as needed
- Prepare athletic fields for play
- Repair snow plow and winter damage
- Replace landscape plants as needed
- Set out picnic tables, benches, garbage cans, etc.
- Spray roundup to kill weeds as needed
- Turn on water at all park locations
- Water athletic fields as needed

Forestry Operations

- Install tree watering devices
- Maintain and repair equipment
- Request tree pruning
- Spring tree planting
- Water trees weekly

Facility Operations

- Spring cleanup - interior and out
- Special projects
- Maintain and repair as needed
- Mow and trim turf areas
- Maintain landscapes
- Clear debris from parking lots
- Replace landscape plants as needed

ALLOUEZ PARKS, REC, FORESTRY, & FACILITIES

WORK PLAN

SUMMER

Park Operations

- Clean and sanitize park restrooms daily
- Clear debris from parking lots
- Inspect and maintain drainage systems
- Inspect and remove trash and debris daily
- Inspect playgrounds monthly
- Maintain and repair equipment
- Maintain landscape and flower beds
- Maintain park shelters
- Maintain trails as needed
- Monitor and repair park areas as needed
- Mow and trim turf areas
- Perform park projects
- Prepare and maintain athletic fields for play
- Repair asphalt walks, trails, and parking lots
- Spray roundup to kill weeds as needed
- Stripe parking lots
- Water athletic fields as needed

Forestry Operations

- Maintain and repair equipment
- Request tree pruning
- Tree removals
- Water trees and landscapes weekly

Facility Operations

- Clear debris from parking lots
- Exterior maintenance
- Maintain and repair as needed
- Maintain landscapes
- Mow and trim turf areas
- Repair asphalt parking lots
- Special projects
- Stripe parking lots

ALLOUEZ PARKS, REC, FORESTRY, & FACILITIES

WORK PLAN

FALL

Park Operations

- Athletic field aeration, topdressing, seeding
- Athletic field renovations
- Clean and sanitize park restrooms daily
- Clear debris from parking lots
- Collect park site furnishings and store
- Inspect and prepare snow removal equipment
- Inspect and remove trash and debris daily
- Inspect playgrounds monthly
- Maintain and repair equipment
- Maintain landscape and flower beds
- Maintain park shelters
- Maintain trails as needed
- Monitor and repair park areas as needed
- Mow and trim turf areas
- Perform park projects
- Prepare and maintain athletic fields for play
- Remove tennis and soccer nets for winter
- Spray roundup to kill weeds as needed
- Winterize park facilities and restrooms

Forestry Operations

- Fall tree planting
- Install Christmas decorations
- Maintain and repair equipment
- Remove tree watering devices
- Request tree pruning

Facility Operations

- Clear debris from parking lots
- Clean gutters and rooftops
- Maintain and prepare heating systems for winter; change furnace filters
- Maintain and repair as needed
- Maintain landscapes
- Mow and trim turf areas
- Special projects

ALLOUEZ PARKS, REC, FORESTRY, & FACILITIES

WORK PLAN

WINTER

Park Operations

- Cross country ski trail prep and grooming
- Ice rink prep and flooding
- Inventory supplies for spring ordering
- Maintain and repair equipment
- Repair and paint picnic tables and benches
- Sledding hill prep and maintenance
- Snow and ice removal as needed
- Special projects
- Trail plowing and salting

Forestry Operations

- Brushing / invasive removal
- Hazard removals in parks and along trails
- Maintain and repair equipment
- Park tree pruning - See list
- Request Tree Pruning
- Section Tree Pruning
- Tree Removals
- Remove Christmas decorations
- Repair and maintain Christmas decorations

Facility Operations

- Interior cleaning, painting, and projects
- Install/remove Christmas decorations and lighting
- Snow and ice removal as needed
- Special projects