

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: October 26, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Parks Maintenance Worker**

The Parks Division has 24.0 FTE positions of "Public Works Maintenance Worker 2," in Compensation Group 16, Range 09, and 14.0 FTE positions of "Public Works Maintenance Worker 1," in Compensation Group 16, Range 08. Although conceptually these classes are distinguished by the higher level class encompassing "semi-skilled" work (as differentiated from "unskilled" work at the lower-level), in practice these distinctions are no longer appropriate. More specifically, we find that these distinctions are not always clear and further that the needs of the organization are better served by using employees in these classifications more fluidly in response to the daily (and seasonal) work demands inherent in Parks Division work.

Management and Labor have agreed that through development of a more descriptive (and generalized class) of "Parks Maintenance Worker" (class specification attached) in Compensation Group 16, Range 09, the mutual interests of the parties could be achieved in a way that allows management to meet their needs in an equitable manner by allocating all 38.0 FTE to one classification covering the full spectrum of work previously assigned to both former classifications. Management and Labor have memorialized this interest through a governing MOU (incorporating the reallocation of incumbents).

I have prepared the necessary ordinance and resolution to implement this understanding.

Attachment

cc: Mike Deiters, Labor Relations
Jim Weinstock, Parks

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
16/08	\$36,731	\$41,294	\$46,254
16/09	\$37,976	\$42,423	\$47,502

PARKS MAINTENANCE WORKER

CLASS DESCRIPTION

General Responsibilities:

This is responsible semi-skilled work in the performance of varied public works maintenance and construction activities within the Parks Division. Work includes laboring tasks, equipment operation, the use of hand and power tools for grounds and building maintenance work, the routine maintenance of tools and equipment, and related cleaning and maintenance of Parks facilities. Work is done independently or as part of a team or crew, and is directed and reviewed by a leadworker or designated supervisor for conformance with established procedures and/or objectives.

Examples of Duties and Responsibilities:

Perform grounds and building maintenance tasks such as mowing parks, greenways and boulevards using mowers, string trimmers and self-propelled out-front mowers.

Build and maintain skating rinks, including setting and removing hockey boards and preparing the ice with power equipment. Drive vehicle with water tank trailer for flooding community ice rinks. Remove snow from bike paths, sidewalks, service drives, parking lots and skating rinks. Operate vehicle with plow or broom attachment.

Pick up trash; empty trash barrels into collection bins in parks. Prune trees and shrubs using chain saws and hand tools. Mulch leaves in fall and clean up leaves in spring using tractor-mounted mowers, out-front mowers and sweepers. Restore turf after winter plow damage. Repair and renovate parks athletic turf areas. Repair and maintain ball diamond infields.

Perform assigned golf course, mall/concourse, conservation park, cemetery, forestry and botanical gardens maintenance tasks. Clean park shelters and restrooms. Perform special maintenance projects. Perform preventive maintenance on equipment and tools. Sand and paint walls, play equipment, signs, picnic tables and benches. Remove graffiti using power washing equipment or solvents and restore surfaces. Load and transport equipment for special events; set up for special events.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Working knowledge of the types and uses of common hand and power tools and equipment used in related public works maintenance and grounds work. Knowledge of related plant/lawn care principles. Ability to perform heavy manual and semi-skilled tasks incorporating strenuous physical activity for extended periods of time often under adverse weather conditions. Ability to understand and follow oral and written directions and maintain

required records. Ability to work independently within established guidelines. Ability to develop and maintain effective working relationships including interactions with the general public. Ability to communicate effectively both orally and in writing. Ability to operate a motor vehicle and related equipment. Ability to maintain adequate attendance.

Training and Experience:

One year of directly related public works, landscaping, or construction experience including varied manual and semi-skilled work. Such experience would normally be gained after graduation from high school or equivalent. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the work of this position will also be considered.

Necessary Special Qualifications:

Valid Class B Commercial Driver's License with an N (tank vehicle) endorsement within six months of appointment.

Department/Division	Comp. Group	Range
Parks Division	16	09

Approved: _____
Brad Wirtz
Human Resources Director
Date