



HUMAN RESOURCES DEPARTMENT

City of Burlington

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To: Board of Finance

From: Stephanie Reid, Interim Human Resources Generalist
Susan Leonard, Human Resources Director

Date: July 3, 2013

Re: Department of Parks and Recreations – Creation of Limited Service, Full Time Maintenance Specialist – Bike Path Position

As detailed in the attached memo and job description and as a part of the FY14 budget process, the Director of Parks and Recreation has requested the creation of a Maintenance Specialist – Bike Path position necessary to address the importance of maintaining and improving the Burlington Bike Path.

The position, which will report to the General Foreman Grounds Maintenance Program at the Department of Parks and Recreation, as shown on the attached proposed organization chart, was classified and scored using the Willis Classification System. The resulting classification is a non-union non-exempt grade 15 with a corresponding salary range \$41,787.98 to \$49,744.49. Creation of this position will result in an addition to headcount and will be funded through The Bike Path Maintenance and Improvement fund of a ½ cent dedicated tax passed by the voters of Burlington in November 2012.

We respectfully recommend your approval of the Director of Parks and Recreation request to create a Maintenance Specialist – Bike Path position.

This position will become effective following City Council approval and signature of the Mayor of the resolution.

Thank you.



MEMO

Date: July 3, 2013
To: Board of Finance
From: Jesse Bridges, Director Parks and Recreation
Re: Request for Maintenance Specialist (Bike Path)

Please accept this request for creation and related funding of a full-time position of Maintenance Specialist in the Parks & Recreation Department. The Job Description is attached. The position is classified as a Limited Service FT Grade 15.

This position will be funded in full through the newly created Bike Path Maintenance and Improvement fund. This ½ cent dedicated tax was passed by the voters of Burlington in November 2012. As a voter approved ballot measure the people of Burlington have signaled an importance to maintaining and improving the Burlington Bike Path. In our conversations with citizens and through the early stages of our Parks Master Planning efforts the issues of connectivity and maintenance of the entire City trail system are clearly identified as priorities. To do this work additional staff and specialized training is needed.

In addition to the 7.5 mile bike path our City has over 15 miles of accessory trail network through Burlington's public lands. Under the supervision of the Grounds General Foreman, the position's primary responsibilities include assistance in providing basic grounds maintenance functions to the trails including responding to requests for service; performing and coordinating trash removal; supporting special and regular events; supervising seasonal employees and volunteers; developing, processing and completing daily, monthly and annual work plans; managing a budget and maintenance supply inventories; maintenance of amenities such as signage, benches, trash receptacles, bike racks, lighting, etc.; and various miscellaneous duties as assigned.

This position has been classified as limited service. The reasoning behind this classification is that this is a new fund and we want to make sure the position is developed correctly. Additionally we expect major improvements and changes to the bike path in the coming years. This position will be a key component in that change, a limited service position allows us to improve maintenance immediately while evaluating and developing our needs going forward.

**AUTHORIZATION FOR NEW POSITION
MAINTENANCE SPECIALIST (BIKE PATH)**

In the year Two Thousand Thirteen.....

Resolved by the Board of Finance of the City of Burlington, as follows:

That WHEREAS, The Bike Path Maintenance and Improvement fund was a ½ cent dedicated tax passed by the voters of Burlington in November 2012; and

WHEREAS, The Department of Parks and Recreation is responsible for maintenance and repair of the 7.5 miles of the Burlington Bike Path, as well as 15 miles of accessory trails through Burlington’s public lands; and

WHEREAS, The Department needs additional staff and specialized training to provide this service requested by the voters of Burlington; and

WHEREAS, the fund will support this Limited Service Full Time Employee to perform the general upkeep and coordination of the bike path and trail network; and

NOW THEREFORE BE IT RESOLVED that the Board of Finance authorizes the creation of Maintenance Specialist position in the Department of Parks and Recreation for support of Bike Path, park and trail maintenance and improvements.

DRAFT
CITY OF BURLINGTON
JOB DESCRIPTION

Position Title: Maintenance Specialist (Bike Path)

Department: Parks & Recreation Department

Reports to: General Foreman Grounds Maintenance Program

Pay Grade: 15 **Job Code:** TBD

Exempt/Non-Exempt: Non-Exempt **Union:** Non-Union

Position Status: Limited Service Full Time Employee

General Purpose: This position is responsible for assisting the General Foreman of the Grounds Maintenance Program, within the Park Maintenance and Operations Division, for coordination of maintenance and repair for 7.5 miles of the Burlington Bike Path, as well as 15 miles of accessory trails throughout Burlington's public lands. Under the supervision of the General Foreman, the position's primary responsibilities include assistance in providing basic grounds maintenance functions to the trails including responding to requests for service; performing and coordinating trash removal; supporting special and regular events; supervising seasonal employees and volunteers; developing, processing and completing daily, monthly and annual work plans; managing a budget and maintenance supply inventories; maintenance of amenities such as signage, benches, trash receptacles, bike racks, lighting, etc.; and various miscellaneous duties as assigned.

Essential Job Functions: *The "Essential Job Functions" section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.*

- Performs general park and trail maintenance such as mowing, trimming, landscaping and debrushing;
- Performs masonry, asphalt, and concrete repair as required;
- Responsible for the installation, maintenance and operation of amenities including benches, trash receptacles, fencing, statues, public art, monuments etc. along the Path;
- Develop and present an annual operating budget for the Trails budget;
- Develop and maintain an operational plan and maintenance schedules, obtain price quotes and proposals, monitor contracts, and prioritize review/comment on needed improvements along the Path;
- Assist in developing, processing, and maintaining relevant documents: maps, inventory, memos, reports, letters, minutes, agendas and other; assemble materials and coordinate office functions to meet deadlines and maintain organized filing system, both digital and paper;

- Maintain and communicate staff schedule and calendar;
- Attend department commission, stakeholder, City Council, and public meetings as required;
- Operate and maintain mechanical equipment including chain saw, chipper, lawn mowers, weed wackers, leaf blowers, and the like to perform vegetation management;
- Operate and maintain facility related power equipment including, table and skill saw, routers, etc.;
- Working understanding of arboricultural best management practices including tree removal, tree pruning and pest management;
- Operate and maintain pick-up truck(s) and landscape trailer(s) to haul equipment to and from job site locations;
- Assist in supporting improvement and repair projects along path/trail with City staff, consultants, contractors, and the community;
- Repair and maintenance of hard scape landscape features such as pavers, asphalt, brick, and stone,
- Perform regular on-site inspections to ensure safety and successful completion of maintenance tasks;
- Assist General Foreman in coordinating grounds maintenance annual work plan;
- Support the development of master plans and management plans, including preliminary site assessments, projects proposals, alternative development analysis, feasibility, and cost estimates;
- Support the development of grant applications for project funding and the management of these resources when funded.

Qualifications/Basic Job Requirements:

- Associate Degree in Construction Management, Landscape Construction, Parks Management, Arboriculture and/or Urban Forestry; and three years of experience in a related maintenance field with minimum of one year direct experience in park/public facility management and/or maintenance.
- Working knowledge of small engine operation repair and preventative maintenance.
- Ability to communicate effectively verbally and in writing. .
- Demonstrated experience in managing a maintenance program, establishing maintenance practices, and protocols.
- Ability to plan, develop, implement procedures and make decisions on priority and scheduling of maintenance work.
- High level of proficiency with Microsoft Outlook, Word and Excel; experience with GIS/ARC View mapping software.
- Ability to prepare reports and recommendations.
- Ability to establish and maintain effective working relationships with utility managers, City staff, stakeholders, event producers and the general public.
- Ability to mediate conflicts related to maintenance and operations along the Bike Path and trail network.
- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
- Ability to learn and understand applicable federal, state, and local rules, regulations and laws

related to maintenance on public lands.

- Ability to complete multiple projects and meet deadlines required.
- Ability to work in all climate conditions typical of Burlington, VT.
- Ability to lift 50 lbs. and stand for long periods of time, bending and stooping frequently.
- Ability to work both independently and as part of a team.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Possession of a valid driver's license.
- Possession of a current and valid or ability to obtain a Vermont Pesticide Applicator's License, Categories 3b within 6 months of employment.

Physical and Mental/Reasoning Requirements and Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	50 pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	25 pounds
<input checked="" type="checkbox"/> clear speech	<input checked="" type="checkbox"/> ability to mount/dismount	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input checked="" type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
<input checked="" type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input checked="" type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 0

Indirectly supervises: 2

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

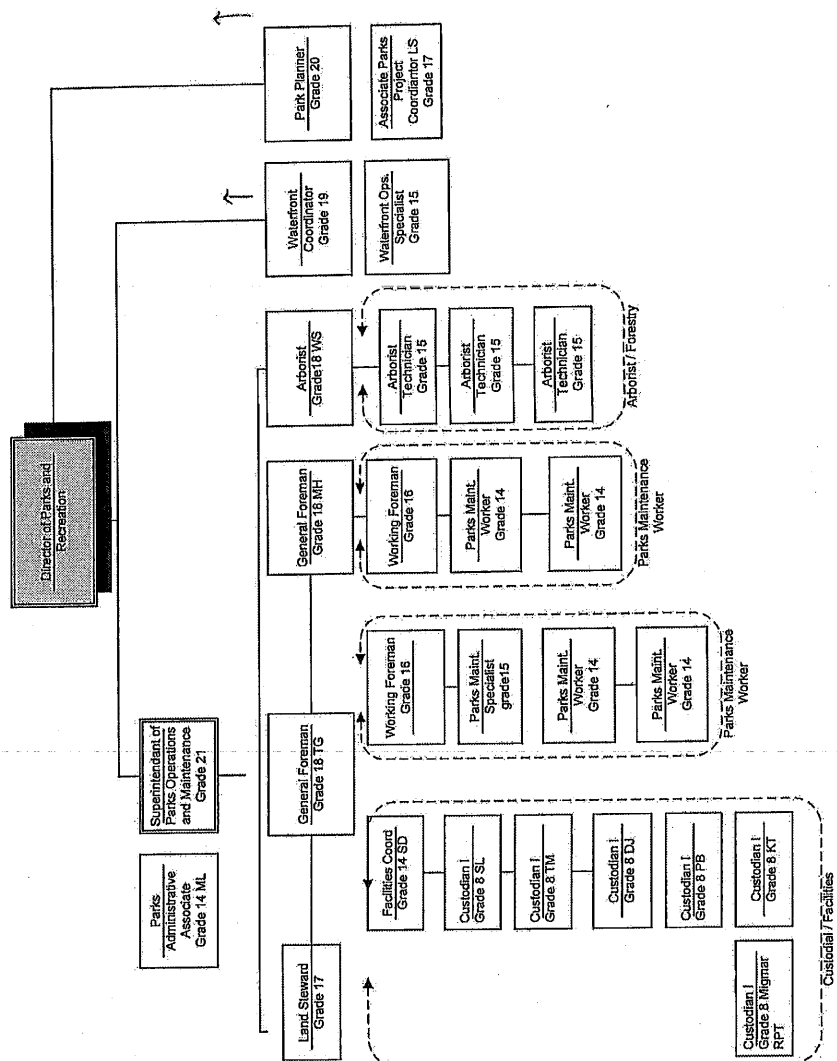
Date: _____

Human Resources: _____

Date: _____

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Parks and Recreation – Recreation Division

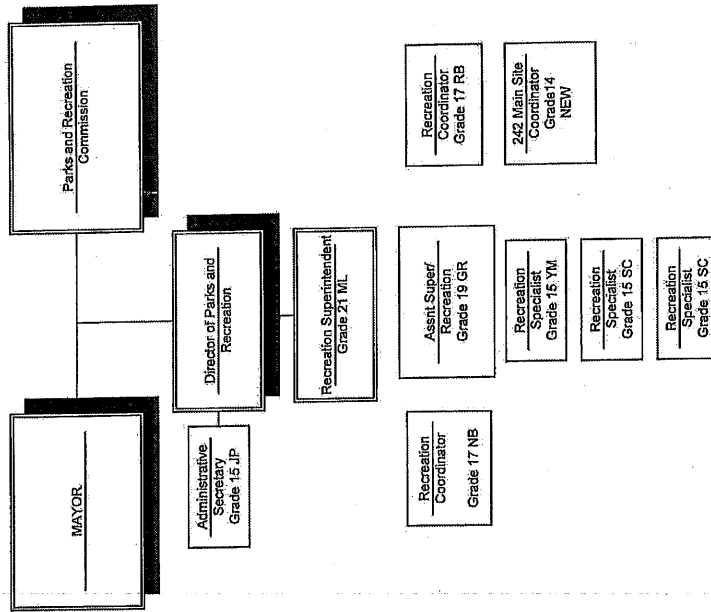


TABLE 30NU for FY 14

Non-Union
With 1% Increase from FY13

Grade	Step 1														
		2	3	4	5	6	7	8	9	10	11	12	13	14	15
Annual	41787.98	42583.75	43379.28	44175.05	44970.35	45766.12	46561.65	46959.65	47357.42	47755.42	48153.66	48550.96	48948.72	49346.73	49744.49
Weekly	803.61	818.92	834.22	849.52	864.81	880.12	895.42	903.07	910.72	918.37	926.03	933.67	941.32	948.98	956.62
Hourly	20.0904	20.4730	20.8554	21.2380	21.6204	22.0029	22.3854	22.5768	22.7680	22.9593	23.1508	23.3418	23.5330	23.7244	23.9156