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## AGENDA COVER MEMORANDUM

**AGENDA DATE:** November 10, 2004

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Cindy Tofflemoyer, Personnel Analyst

**AGENDA TITLE:** IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR PARKS SUPERVISOR

### I. MOTION

**MOVE APPROVAL OF ORDER \_\_\_\_\_ /IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR PARKS SUPERVISOR**

### II. ISSUE

There is a need to establish a new classification in Public Works/Parks. The position will be responsible for supervising and organizing assigned personnel performing parks operations, maintenance, and construction work.

### III. DISCUSSION

#### A. Background

The Parks division of Public Works has recently undergone management and personnel changes and with these changes they continue to assess and realign their business operations. In the past Lane County had a Parks Supervisor classification; over the years the classification was changed to Parks and Planning Supervisor, which was consequently separated into a Park Planner classification and a Parks Superintendent classification.

The Parks system is a countywide field operation with remote reporting locations. The proposed Parks Supervisor classification creates a classification whose primary focus is to provide the supervisory duties for assigned personnel who are performing parks operations, maintenance, and construction work in these various locations. This classification depicts the duties being performed in Parks and provides career ladder opportunities. Both Roads and Waste Management Divisions currently have supervisory classifications.

Administrative- Professional Association of Lane County Public Works, Inc. (Admin. Pro.) will represent this classification.

## **B. Analysis**

Human Resources (HR) conducted an internal equity analysis of Grade 32 (\$40,414-\$56,035) Admin. Pro Supervisor classifications. The comparable classifications are; Bridge Supervisor, Road Maintenance Supervisor, Sign Shop Supervisor, Shop Supervisor and Solid Waste Supervisor, all of which require varying expertise but similar levels of skills, knowledge, and abilities (SKA's) in their respective areas of assignment. The proposed Parks Supervisor classification's SKA's are similar in scope and we propose that the classification be placed at Grade 32 (\$40,414-\$56,035) of the Admin. Pro. salary range.

A survey of various counties was conducted and Clackamas County's Park Maintenance Supervisor job classification (\$41,626-\$56,196) is structured similar to our proposed Parks Supervisor. Admin. Pro reviewed and agreed to the classification job description and grade 32 compensation range.

### Budget:

The position will be funded with park user fees, miscellaneous state revenue and car rental tax. This position will not require an additional FTE in Public Works, the department is reengineering the existing organizational structure and absorbing the change within the current number of budgeted FTE.

## **C. Alternatives/Options**

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

## **D. Recommendation**

It is recommended that the Board of County Commissioners adopt the motion to establish the proposed classification and salary range for the Parks Supervisor classification.

## **IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, Human Resources staff will update the classification and compensation plans.

## **V. ATTACHMENT**

Board Order  
Parks Supervisor classification specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

***)IN THE MATTER OF CREATING A  
)CLASSIFICATION AND SALARY  
)RANGE FOR PARKS SUPERVISOR***

**WHEREAS**, Human Resources has completed a review and point factor of the proposed Parks Supervisor classification

**WHEREAS**, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

**WHEREAS**, changes to the classification and compensation plans require board approval; and

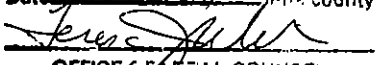
**IT IS NOW HEREBY ORDERED** that there be created the new classification of Parks Supervisor:

Parks Supervisor                      Range 32: \$40,414-\$56,035

**DATED** this \_\_\_\_ day of.

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Bobby Green, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 10/28/04 Lane County  
  
OFFICE OF LEGAL COUNSEL

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY  
RANGE FOR PARKS SUPERVISOR

LANE COUNTY  
Parks Supervisor

LANE COUNTY

## **PARKS SUPERVISOR**

### DEFINITION

To, supervise and organize assigned personnel performing park operations, maintenance, and construction work; to coordinate activities with other divisions; to perform a variety of technical tasks relative to assigned area of responsibility; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

This class is distinguished from Parks Superintendent by the performance of the more routine tasks and duties assigned. Employees at this level are not expected to perform with the same level of independence of direction and judgment as are employees assigned to the Parks Superintendent classification.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks Superintendent or Parks Manager.

Exercises direct supervision over assigned personnel.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Supervises, assigns and reviews the work of assigned staff located in all parks operations locations.

Recommends, and assists in the implementation of goals and objectives; establishes schedules and methods for parks maintenance; implements policies and procedures.

Assist in development of work plans; monitors and evaluates work methods and procedures and program results.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, tools and personnel; monitors and controls expenditures.

Participates in the selection of staff; provides or assists in the coordination of staff training; works

LANE COUNTY  
Parks Supervisor

with employees to correct deficiencies; implements discipline procedures.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Patrols and inspects County parks and related properties and facilities in an assigned area checking for repair needs, compliance with Park Rules and County Code, complaints, etc. Coordinates repairs and maintenance to be performed.

Enforces County code and park rules in County parks and issues citations for infractions. Takes appropriate actions to ensure rule and Code compliance and the safety of park visitors.

Coordinates the requisition of materials, supplies and equipment; oversees the maintenance of equipment used in operations.

Keeps operational records and prepares periodic reports regarding the activities and progress of work programs.

Monitors and assists concessionaires, contractors and caretakers engaged in park operations.

Monitors and maintains operating levels of roads, parking lots, sewage plants, irrigation systems, structures and other related park systems and facilities.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of park development and maintenance.

Equipment, tools and materials used in parks maintenance.

Principles of supervision, training and performance evaluation.

Principles of public safety, code compliance and rule enforcement.

Principles of budget monitoring.

Principles and practices of maintenance management systems.

Principles and practices of safety management.

LANE COUNTY  
Parks Supervisor

Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement, and direct assigned park construction and maintenance activities

Interpret and explain pertinent County and department policies and procedures.

Recommend and monitor a budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Exercise discretion and independent judgment

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional course work in parks and grounds maintenance, landscape construction, or building construction and maintenance or a related field desirable.

Experience:

Three years of increasingly responsible experience in park maintenance, construction, and/or relevant public safety including one year of lead responsibility.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LANE COUNTY  
Parks Supervisor

Special Requirements:

Must obtain legal citation authority by February 1<sup>st</sup> of the first year of employment. Must maintain citation authority.

Possession of a valid Oregon Class "A" CDL and medical card are required at time of appointment.

Additional endorsements may be required at time of appointment and thereafter, depending on the needs of the County. Some positions may require the employee to obtain an Oregon Spray license.

Possession of a Limited Maintenance Electrician's (LME) license is desirable.

CLASSIFICATION HISTORY