

## ADMINISTRATION MEMORANDUM

**DATE:** April 8, 2010

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** Bill Simmons, City Manager *WAS*  
Amanda Peterson, Parks, Recreation & Cultural Services Director *AP*

**SUBJECT:** Action Item CR-167/Resolution 08-156

### RECOMMENDATION:

In accordance with CR-167/Resolution 08-156 adopted on October 23, 2008, staff recommends the following exceptions to the hiring freeze.

### BACKGROUND:

**Parks Maintenance District Leader (PMW III):** This skilled, full-time position is responsible for scheduling and supervision of daily maintenance operations within our high use park areas, to include E.B. Rains Jr. Memorial Park, City Hall grounds and the Recreation Center grounds. Duties include oversight of both regular full-time and seasonal personnel, coordination of daily park maintenance and responsibility for larger maintenance projects. These tasks include conducting mowing operations, irrigation scheduling, irrigation repairs, turf replacement, overseeding, general plant care and light construction projects. Responsibilities also include creating and implementing a comprehensive maintenance plan for the district and preparation for large events.

This vacancy is not a new position, but rather the result of staff termination. The position is budgeted in the 2010 adopted budget. This position is scheduled for 40 hours each week, with an annual salary and benefits cost of approximately \$59,296.00.

**Parks Maintenance Worker II:** This semi-skilled, full-time position is responsible for the upkeep and inspection of park structures, including playgrounds, pavilions, fencing, and signs. This position works throughout the entire park system, providing all districts with project completion support and high use maintenance as needed.

This vacancy is not a new position, but is the result of a staff resignation. This position is budgeted in the 2010 adopted budget. This position is scheduled for 40 hours each week, with an annual salary and benefits cost of approximately \$52,387.00.

**Parks Maintenance Worker I:** This semi-skilled, full-time position works in coordination with the Parks Maintenance District Leader in the Central District. Duties include mowing,

daily maintenance, snow removal and weekend duties for high use facilities. The position will also assist with event preparation at the high use facilities and customer service during the events as needed. The position ensures that all aspects of the daily maintenance are completed in a high quality and timely manner.

This vacancy is not a new position, but rather the result of staff termination. The position is budgeted in the 2010 adopted budget. This position is scheduled for 40 hours each week, with an annual salary and benefits cost of approximately \$48,170.00.

**Lifeguard:**

This position is regular part-time, non-benefited. Lifeguards serve an essential function in the aquatics division, and serve a necessary role as deck guards during open swim, swim lessons, lap swim, water fitness and swim team practices. In addition, lifeguards may also teach swimming lessons, and may be scheduled at either the indoor or outdoor swimming pools. Staff hours vary slightly throughout the year, based on program registration and season.

This vacancy is not a new position, but rather the result of staff resignation. The position is budgeted in the 2010 adopted budget. This non-benefited position is scheduled for 20-25 hours each week, with an annual salary cost of approximately \$12,883.00.

**STAFF REFERENCE:**

If Councilmembers have any comments or questions, you may contact Amanda Peterson at [apeterson@northglenn.org](mailto:apeterson@northglenn.org) or at 303.450.8950.