



MARATHON COUNTY PARK COMMISSION AGENDA

Date and Time of Meeting: Tuesday, December 3, 2019 at 2:00pm

Meeting Location: Conference Room #3, 212 River Drive, Wausau WI 54403

Park Commission Members - Gary Gisselman (President)

Commissioners: Connie Conrad, John Durham, Allen Opall, Pat Peckham, Rick Seefeldt, Dennis Smith

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Parks, Recreation and Forestry Department Mission Statement: *Adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work, and play.*

Agenda Items

1. **Call to Order – Park Commission**
2. **Public Comment Period – Not to Exceed 15 Minutes**
3. **Approval of the Minutes of the November 5, 2019 Park Commission Meeting**
4. **Operational Functions Required by Statute, Ordinance or Resolution:**
 - A. Discussion and Possible Action by Committee
 1. None
 - B. Discussion and Possible Action by Committee to Forward to the Environmental Resource Committee for its Consideration
 1. 2020-2024 Comprehensive Outdoor Recreation Plan – Discussion and Possible Action Approving a Resolution to Adopt the 2020-2024 County Comprehensive Outdoor Recreation Plan Update
5. **Policy Issues for Discussion and Committee Determination for Consideration by Environmental Resources Committee**
 - A. Discussion and Possible Action Approving a Department Restructuring Plan
 - B. Discussion and Possible Action Regarding Wausau Area Softball Association's Use of Sunny Vale Softball Complex
 - C. Discussion and Possible Action Updating the 2019-2020 Fee Schedule for Ice Fees for School District Games
6. **Educational Presentations/Outcome Monitoring Reports**
 - A. Project Update
 - B. Program Update
7. **Announcements**
 - A. Next Meeting Date & Time, Location – January 7, 2020, 2:00pm at 212 River Dr., Wausau WI 54403
 - B. Future Agenda Items
8. **Adjourn**

Signed /s/ Jamie Polley
Presiding Officer or Her Designee

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

FAXED TO DAILY HERALD

(Email/Fax City Pages, Marshfield News, Midwest Radio Group)

Date November 27, 2019 Time 3:00 pm

By Jodi Luebbe

Date _____ Time _____

By _____

THIS NOTICE POSTED AT THE COURTHOUSE

DRAFT
MARATHON COUNTY PARK COMMISSION

Date and Time of Meeting: November 5, 2019 at 2:00 pm
Meeting Location: Conference Room 3, 212 River Drive, Wausau WI 54403

Park Commissioners present: Connie Conrad, Gary Gisselman, Allen Opall, Pat Peckham, John Durham
Park Commissioners excused: Rick Seefeldt, Dennis Smith
Staff present: Jamie Polley, Greg Freix, Dan Fiorenza
Others present: Sharon Belton and Mehrdad Nazari – MC United Soccer Club, Raeann Mackay – Wolfpack lacrosse, Aaron Ruff - CWOCC

Call to Order – President Gary Gisselman called the Park Commission meeting to order. Official notice and the agenda for the meeting was posted publicly in accordance with the State statutes.

Public Comment Period – none

Approval of Minutes of the October 1, 2019 Park Commission Meeting – **Motion** by Conrad, second by Peckham to approve the minutes of the October 1, 2019 Park Commission meeting. Motion **carried** by voice vote, vote reflected as 5-0.

Operational Functions Required by Statute, Ordinance or Resolution:

A. Discussion and Possible Action by Committee

1. Public Hearing for the 2020-2024 Comprehensive Outdoor Recreation Plan – Gisselman declared the public hearing open for comment. Aaron Ruff, 223270 Hollywood Wood, Wausau, WI 54401 said he was representing the Central Wisconsin Off-Road Cycling Coalition (CWOCC). Ruff said his comments are focused on Nine Mile County Forest Recreation Area which he realizes is a County forest. He felt there was a lot of information and comments in the CORP Plan that are related to Nine Mile however because Nine Mile is a County forest there's no specific recommendations for Nine Mile improvements when it comes to outdoor recreation. He said there are seventy two public comments in the plan specific to Nine Mile. He knows that the County is going through their County Forest Comprehensive Land Use Plan 2021 – 2035 so he wants to make sure the comments and information in this plan are incorporated in the County Forest Comprehensive Land Use Plan currently being worked on. There is good feedback in regards to mountain biking, snowmaking, and hunting directed specifically at the Nine Mile property. He felt he and his fellow mountain bikers and skiers took the survey for the outdoor recreation plan and Nine Mile is a great place for outdoor recreation.

Mehrdad Nazari – MC United Soccer Club – had participated in the public hearing in April and saw his comments reflected in the plan so thought it was good to see that the process is working.

Gisselman asked three times for any additional comments and hearing none declared the public hearing closed.

2. MC United Soccer Club Facility Use Requests – Discussion and Possible Action of Requests Proposed by MC United Soccer Club – Mehrdad Nazari, MC United Soccer Club, said their group has a proposal to raise three million dollars in grants to provide an upgrade of facilities which could help save and improve access to the Eastbay Sports Complex. This would create new opportunities for the growing number of soccer, lacrosse and other users who don't have enough access to the facilities they need.

Sharon Belton, President of MC United Soccer, explained that they are a youth soccer non-profit organization run entirely by volunteers. They have two tournaments which generate large economic benefits. Participation in youth soccer and lacrosse is increasing significantly. In their organization itself, participation has increased about 70% since 2015. One factor they attribute that to is the Eastbay Sports Complex because of the quality of the fields. They need to carefully consider its future because with increased use comes more wear and tear on the facility. That coupled with the weather necessitated them to implement emergency resting of the fields this past year. All of their practices were shifted off to other locations so they are trying to look for other options that would complement Eastbay. The need is to have a cluster of two artificial turf fields with lights somewhere in the community. They have learned that there is limited options for

something like that in the jurisdiction of the City. Their tournaments are at capacity and another facility could accommodate more teams and other opportunities. The County is participating in initiatives to attract and retain workers and that the Central Wisconsin Visitors Bureau's Sports Authority mission is to make this area a premiere sports destination. They have to continue to think about where all the new young players will play in the future.

Mehrdad Nazari, Vice President of MC United Soccer Club, believes they have all of the elements together to make a facility happen. They looked at other options like Eastbay itself. It is located on a landfill that continues to settle so it's not a good investment to put artificial turf or lighting there. They looked at land adjacent to Eastbay but there has to be a willing buyer and seller. Discussion occurred on past County practices involving land purchases. Another option they considered are the brownfields north of Bridge Street but it seems like the City wants tax development in that area. Some foundations have expressed interest in their concept because there is a need demonstrated, a linkage with economic impact, their organization is a 501(c)3, and there is a possible partner with the Park Department. The foundations would need to have a letter from the Parks Department supporting the process and once it's funded would implement it. The project would be done in phases over two years and over 98% of the funding would come from non-City and non-County sources.

Raeann Mackay, Wolfpack Lacrosse, commented that their biggest challenge to a successful season is often being able to get outside. They start their league in early April and travel to other areas. They have the same challenges as soccer, trying to get kids to different fields, changing practices, and waiting to find out if they are going to get outside before tournaments or games. Artificial turf would allow them to host practices instead of traveling. Fiorenza and Freix discussed some artificial turf maintenance aspects. It has a life of approximately 10 to 12 years and requires some specialized equipment. Belton said that artificial turf would allow for greater numbers of teams that could be practicing earlier and later in the year. If there are lights there could also be practices earlier and later in the day.

Nazari said they have a sense of urgency and have gone as far as they can until a site is figured out. Opall questioned if the possible junior Olympic sports complex that would like to locate here would help them out. It was felt that is more of a private endeavor and would not be affordable for youth organizations. Their group had also considered the Weston baseball complex but by nature of its design it is not suitable for soccer. Conrad felt acquiring lands compliments the County's goal of adding additional acreage. Polley said that a section in the plan identifies land around Eastbay that should be watched and they also added a recommendation to look at other land within the County for athletic sports needs. If the Department were to maintain a facility the impact to the budget would have to be identified. **Motion** by Peckham, second by Conrad to provide the soccer group with a letter supporting the concept of their plan with funding to be determined. **Motion carried** by voice vote, vote reflected as 5-0.

B. Discussion and Possible Action by Committee to Forward to the Environmental Resource Committee for its Consideration

1. 2020-2024 Comprehensive Outdoor Recreation Plan – Discussion and Possible Action Approving a Resolution to Adopt the 2020-2024 County Comprehensive Outdoor Recreation Plan Update – Polley said the plan is almost complete. Items that have been updated include wording, charts, boundary lines, and some trail and land acquisitions. The DNR is opening up the masterplan of Rib Mountain State Park to look at multiple recreational uses. That masterplan has been added to the CORP plan as an identified entity that the Department is going to work with. Some areas of trail connections that were updated include a bridge that could connect the Sunny Vale Park area to County Highway NN and continuing the trail connection of the Edgar to Fenwood trail south to Stratford. One of the big recommendations is the development of a Multi-modal Transportation Subcommittee to help combine the North Central WI Regional Planning Commission's Plan, the plan that MSA developed, and the MPO Plan for Wausau that connects out while working with the County Highway Department to determine what highways are really feasible. Discussions need to be about where off-road trails are needed, where on-road make sense, where County on-road make sense versus township paved roads that would be safer and then put that plan together that could be adopted by the County as a whole. Then the Highway Department would know which roads need to have extra wide shoulders and which roads wouldn't make sense because they are too dangerous to put pedestrians on. Polley needs to add staffing information to the plan including what the current levels are and what the need would be going forward. The plan will be brought back to the December meeting and will also go to the Environmental Resource Committee and County Board meetings in December. Peckham will forward some

proofreading items to Polley. He is interested in seeing a chart that includes how much public recreation lands the adjacent counties to Marathon County have.

2. Discussion and Possible Action Approving a Resolution for Participation in State Motorized Recreation Trail Aids Programs – Polley indicated that this is a housekeeping item. It is to update a resolution that the DNR approved in 2006 that gives the County staff permission to be the facilitator of the motorized recreation trail aids programs. **Motion** by Opall, second by Durham to approve the resolution for participation in state motorized recreation trail aids program. Motion **carried** by voice vote, vote reflected as 5-0.

Educational Presentations/Outcome Monitoring Reports

A. Wausau Area Softball Association’s Use of Sunny Vale Softball Complex – Polley said when she became Director last year there was an outstanding bill to WASA for unpaid summer usage that the former Director was trying to collect. Staff has worked really hard with the group since last October trying to get this closed out and moved forward. They have not paid their bill from 2009 – 2015 and have paid their bills in 2016, 2017, 2018 and 2019. For 2019 they paid all but \$2,500.00 for concession fees. The concession fee was added back into the agreement at her request. She has taken this to County Administration and Corporation Counsel as to where they go from here. Polley discussed how she thought they should proceed in the future with the WASA organization. Opall thought that they would want to remain consistent with the organizations. Freix commented that years ago WASA had been in front of the Commission and had asked for a decrease in their user fees. Conrad thought that Department leadership had been patient and professional in handling this and the group had been given a lot of grace. This is about fairness to all the other groups and protecting the department resources. Commission asked that the item be placed as actionable on the next agenda.

B. Project Update

Marathon Park MPB #2: New dasher boards have been installed. Bluegill South Picnic Area and Big Eau Pleine Park across from the A-Frame station: Two vault toilets have been installed. Nine Mile County Forest: Trails are being graded to prepare for the cross country ski season. Dells of Eau Claire: The campground electrical is being updated to 50 AMP circuits. Routine Operations/Programs: Urban forestry program includes tree trimming, removals, and stump grinding; building and structure maintenance; shelter reservations; special events; equipment maintenance and repair; mowing operations; sports facilities (Marathon Park Indoor Ice Arenas)

Announcements

A. Next Meeting Date & Time, Location – Tues., Dec., 3, 2019 at 2:00 pm, Rm 3, 212 River Drive, Wausau WI 54403

B. Future Agenda Items – Comprehensive Outdoor Recreation Plan, WASA’s use of Sunny Vale Softball Complex

Adjourn – **Motion** by Peckham, second by Conrad to adjourn at 4:00 pm. Motion **carried** by voice vote, vote reflected as 5-0.

AGENDA SUMMARY

4B1. Discussion and Possible Action Approving a Resolution to Adopt the 2020-2024 County Comprehensive Outdoor Recreation Plan Update

Staff will provide an overview of the final updates to the CORP since the November meeting. Formatting items remain to be addressed by MSA. Chapters One and Six received updates that will be reviewed. Chapter One highlights the alignment of the County CORP with local and state initiatives regarding outdoor recreation. Additional information was also added to the Economic Prosperity section which discusses the important link of outdoor recreation on the economic prosperity of Marathon County. Chapter Six now includes information on staffing recommendations for the next five years. MSA will not be present at this meeting. The Park Commission will review the final draft of the Comprehensive Outdoor Recreation Plan and provide feedback to staff.

The Commission, if desired, will recommend approval of the plan and forward that approval to the Environmental Resources Committee for their review and approval prior to the plan being presented to the County Board for final adoption.

5A. Discussion and Possible Action Approving a Department Restructuring Plan

One month after I began as Director of the Parks, Recreation & Forestry Department our Assistant Director retired. I along with staff have been evaluating the operations of the department for the past year and a half to determine the best structure to move the department forward. Over the past year and a half we have had another four retirements and a fifth one planned for January 3rd, 2020. The changes in staffing have given us a unique opportunity to restructure the department to efficiently and effectively deliver the services expected of us by the community, which have changed over the past few years.

Attached is a new position request form and proposed organizational chart that describes the proposed restructuring of the department. The request is to abolish two Park and Recreation Manager positions and create one Assistant Parks and Recreation Manager and one Assistant Director position. The changes will be completed within the 2020 budget and no additional funds are being requested.

The responsibilities of our department have increased from only maintaining and providing facilities to users to now being an integral part of community events, rentals, gatherings, sporting events, etc., completing park improvements and maintenance and operating high quality regional athletic facilities. This increase in event involvements warrants an additional Operations Supervisor or Assistant Parks and Recreation Manager. Currently there are two Assistant Parks and Recreation Managers, one of which is currently vacant and in the process of being filled. These two positions have an extremely high work load and have not been able to sufficiently provide the needed time and attention to park facilities and events. Creating a third Assistant Parks and Recreation Manager will allow for the department to provide an enhanced service to the community by directly managing our seasonal facility managers, making sure the facilities are available and maintained for events and assisting the event organizers deliver a successful event.

Creating a second Assistant Director position will align operations and program areas. One Assistant Director will oversee programs and management of the department focusing on customer service and one Assistant Director will oversee park operations. Each Assistant Director will then work closely with the Director on management and policy

decisions of the department. The Assistant Directors will also assist the Director in community collaborations and partnerships.

5B. Discussion and Possible Action Regarding Wausau Area Softball Association's Use of Sunny Vale Softball Complex

In November, Staff provided the Commission with an informational update regarding unpaid invoices for the use of Sunny Vale Softball Complex by Wausau Area Softball Association (WASA). The unpaid balances will be forwarded to the County Corporation Council for collection and park use restriction may be imposed. The Park Commission requested that this item be brought back on the December agenda for formal action to support the process as described.

5C. Discussion and Possible Action Updating the 2019-2020 Fee Schedule for Ice Fees for School District Games

When we set our new High School Game Rate of \$525, we based that off of a 2 ½ hour game (\$210/hour). It was overlooked that JV games are typically shorter (usually only 2 hours). Changing our High School Game Rate to an hourly rate of \$210 will allow our department to more accurately and fairly charge the High Schools for both Varsity and JV Games. We are requesting a change in the fee structure to reflex the new hourly High School Game Rate.

| ICE ARENA | 2019-2020 | 2020-2021 |
|-----------------------------------------|-----------------------------------|-----------|
| <u>Hourly and game rates are pretax</u> | | |
| MPB#1 and MPB#2 | \$145/Hour | TBD |
| MPB#1 and MPB#2 - High School Games | \$525/Game \$210/hr | TBD |
| MPB#1 and MPB#2 - Unrestricted | | |
| Commercial | Negotiable | TBD |

6A. Project Update

Eastbay Sports Complex:

Staff is just completing work on the open shelter adjacent to the championship field.

Eau Claire Dells Campground:

New electric service work continues; underground wiring is complete and most pedestals are wired.

Site remediation will continue as weather allows.

Nine Mile Cross Country Trails:

Trail work (grading, soil work and brushing) was completed last week.

Grooming operations will begin next week as new snow compresses and cooler temperatures arrive.

Holiday Trees:

Staff has obtained, delivered, set up and decorated trees at the 400 Block, Marathon County Courthouse, Wausau City Hall and the corner of Stewart and First Avenues.

Routine Operations/Programs:

Snow Removal Operations

Urban forestry program; tree trimming, removals, stump grinding

Building and structure maintenance.

Shelter reservations and Special Events

Equipment maintenance and repair

Sports Facilities (Marathon Park Indoor Ice Arenas)

6B. Program Update

Working on contracts and details for numerous events for 2020, including: Badger State Games Nordic Skiing, Winter Triathlon, Special Olympics Polar Plunge, Pond Hockey at Sunny Vale Lake, Special Olympics Nordic/snowshoe, IronBull Events, Mountain Bike Races, Ragnar Trail Relay.

A new three year contract is nearing completion with Ragnar.

A link to the 2020 – 2024 Draft Comprehensive Outdoor Recreation Plan is available below

[2020 – 2024 Draft Comprehensive Outdoor Recreation Plan](#)

RESOLUTION R-____-12

**ADOPTION OF AN UPDATED
COMPREHENSIVE OUTDOOR RECREATION PLAN FOR MARATHON COUNTY**

WHEREAS, the Comprehensive Outdoor Recreation Plan is a plan intended to guide the continual improvement of park, forest, and trail systems within Marathon County (the County) and assists with the maintenance of the County's eligibility for State and Federal park and recreation grants; and

WHEREAS, the Comprehensive Outdoor Recreation Plan is a support document and component of the County's Comprehensive Plan and Strategic Plan; and

WHEREAS, the Comprehensive Outdoor Recreation Plan has a short-term horizon (5 years) and is in need of periodic updating and revision; and

WHEREAS, the planning process for this plan update began with a review of the accomplishments resulting from the Comprehensive Outdoor Recreation Plan adopted in 2007 and we learned that there were many accomplishments that directly resulted from that plan including the purchasing of additional park and forest land, improving existing facilities, repurposing a landfill to a high quality sports complex, and constructing additional trails to further connect residents and visitors to County parks and forests; and

WHEREAS, the planning process that supports this Comprehensive Outdoor Recreation Plan update has been inclusive including a community survey, public involvement meeting, public input period, and a public hearing; and

WHEREAS, the Park Commission has taken a leadership role in developing specific recommendations for each of the parks in Marathon County.

NOW, THEREFORE, BE IT RESOLVED that the Marathon County Board of Supervisors does hereby adopt the attached updated Comprehensive Outdoor Recreation Plan.

AND, BE IT FURTHER RESOLVED, that the Director of Parks, Recreation and Forestry will provide oversight and leadership for the implementation of the Comprehensive Outdoor Recreation Plan.

Dated this ____ day of _____, 2019.

MARATHON COUNTY PARK COMMISSION

ENVIRONMENTAL RESOURCES COMMITTEE

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signed this _____ day of _____, 2019, pursuant to Wis. Stats., §59.12(1).

County Board Chair

Fiscal Note: Adoption of the Comprehensive Outdoor Recreation Plan update in and of itself will not result in any expenditure of County funds. The action items all have fiscal implications which will be considered and reported during the term of the Comprehensive Outdoor Recreation Plan.

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Parks, Recreation & Forestry Date: November 25, 2019

Position Requested: Abolish two C52's and create one D61 and one C42 FT PT FTE _____%
(If unsure of classification, indicate "To be determined") Number of Positions: 2

Division Position Will Be Assigned To: Administration and Operations
(Indicate NA if not applicable)

Projected Start Date of Position: December 30, 2019 Priority Number of This Position: D61 -1, C42 - 2
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes abolishing two positions in one category and replacing those two positions with two different level positions better aligns the structure of the department to provide efficiencies to the work place as well as the department operations. This realignment will make Marathon County a preferred place to live, work, visit and do business.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Our mission statement is to adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work and play. These positions support our Department's mission statement by providing more stability to the department and providing assistance where the staff is currently stretched very thin. Dividing up the responsibilities of the Assistant Director will allow for more experience and focus on specific areas of expertise such as recreation or park operations. This will also allow for more streamline assistance to the Director increasing the efficiency in how we deliver services. Adding the C42 position will alleviate the strained workload of two other C42 positions allowing for greater customer service and attention to detail.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

As a new Director I have been able to evaluate the operations of the PRF Department and take time to determine where we are very strong and where we have some areas of improvement. In my first year and a half our department has had four retirements with another one set for January of 2020. These retirements have given me the chance to realign the department in a way that I feel will be more efficient and effective in managing day to day activities and providing services to the community.

I am proposing to abolish two C52 positions which are known to us as Parks and Recreation Managers and create one D61 or Assistant Director position and one C42 or Assistant Parks and Recreation Manager position. At the present time there are six direct reports to the Director with the Assistant Director position overseeing one individual with no full time direct reports. With the creation of a second Assistant Director position we can realign areas of expertise. One Assistant Director will oversee programs and management of the department focusing on customer service and one Assistant Director will oversee park operations. Each Assistant Director will then work closely with the Director on management and policy decisions of the department. A draft copy of each Assistant Director's position

description is attached.

Creating another Assistant Parks and Recreation Manager is warranted based on the work load of the two current Assistant Parks and Recreation Managers. Over the past few years a number of new facilities and programs have become part of our day to day routines and the department has become more involved with customer service. We no longer only manage facilities. We strive to provide well maintained facilities, programs and customer service however the increased amount of responsibilities that the department has taken on have been becoming increasingly more difficult to manage with two managers. The third manager will be hired to focus on events and facility management of those facilities used heavily by the public. A task list for the new, third, Assistant Parks and Recreation Manager is attached.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The positions will both benefit the County by streamlining the operations of the department and providing focused expertise on the areas they are responsible for. The Assistant Director position will improve customer service and address community needs by working closely with the Director on department planning and operations. This position will continue to work with community members and local organizations on park projects that enhance our parks and provide new experiences for the community.

The Assistant Parks and Recreation Manager will benefit the County by providing a front line person to work with the events and facilities that the community sees and utilizes on a regular basis. This position will also alleviate the work load of the two other Assistant Managers allowing for increased productivity and attention to detail. Having a dedicated staff to work closely with event sponsors will increase the department's customer service of the event giving them a contact before, during and after an event.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

Over the past year and a half, following the first retirement of the department, multiple scenarios have been considered. With the announcement of the fourth and fifth retirements additional opportunities were recognized. This position request is believed to provide the most efficiency to the department.

- F. What will be the effect if the proposed position is not created?

Position descriptions will be further reviewed to determine the best direction of the department. Retirements require a fresh look at operations. In addition many of the staff will continue to be spread very thin limiting our ability to do some things to the highest standard and limiting our ability to do more.

- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

Both of these positions will be evaluated heavily on improved customer service and enhanced services. More attention will be available to give to the customer on a daily basis. The Assistant Directors will also be evaluated on improved efficiencies and planning for the department as well as possible increases in revenue and decreases in operating costs.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

Assistant Director (D61)

Develops Capital Improvement Projects budget evaluating facilities, identifying deficiencies, makes recommendations concerning parks system developments, facilities, improvements, and program services to provide more efficient maintenance and parks systems usage and assists with design of new facilities, prepares project cost estimates; creates financial spreadsheets; monitors, oversees and authorizes expenditures.; (15%)

Plans, directs, manages, and administers a vast array of maintenance, construction, mechanical, and horticultural operations, to ensure services are provided to our customers. (17%)

Planning, scheduling and oversight of construction, repair, and preventative maintenance services: electrical, HVAC, carpentry, plumbing, masonry, horticultural, road maintenance, refrigeration systems, pools, trail management, turf management, snow removal, urban forestry, painting, welding, automotive and equipment repair, for facilities throughout Marathon County. (15%)

Administers, organizes and schedules Park Operations work orders, projects and general maintenance; coordinates maintenance and construction activities with operation schedules of park facilities and staff. Construction and development projects for the County Parks System that may include remodeling, layout improvements, municipal water systems, irrigation systems, private well systems and mechanical replacements for buildings and grounds at all venues. (10%)

Supervises Park Operations Managers, Park Storekeeper, and Mechanics; assists in interviewing and hiring new personnel; provides training and instruction; plans, coordinates, assigns and reviews work; acts on problems and concerns; approves leave; evaluates performance and recommends transfers, promotions, discharges, disciplinary action or salary increases. . Also responsible for park operations seasonal workforce selection, training, and supervision. (10%)

Prepares specifications for contractual services. Administers and monitors contractual services. Develops bidding proposals, solicits proposals, awards and monitors contracts for the following: Park improvement and construction projects, playground replacement, Vehicle and Equipment Purchasing, inventory supply, waste removal, uniforms, fuel, chemicals, herbicide application, painting, etc.. (5%)

Develops and recommends annual Park Operations Budget for Wausau and Marathon County; Analyzes and evaluates monthly expense reports; authorizes and monitors expenditures of Park Operation funds; prepares material and cost estimates for park construction and maintenance projects. (5%)

Administers the Vehicle and Equipment Program. Evaluates and assesses current and future equipment needs. Prepares specifications, bid documents and makes purchases. Establishes and maintains a record keeping/inventory system for all equipment. Tracks costs associated with vehicle and equipment repair. Establishes schedules for equipment maintenance and replacement. (5%)

Oversees vehicle and equipment use and maintenance; establishes, maintains and modifies record keeping system on all equipment; evaluates and assesses current and future needs for equipment; establishes schedules for equipment maintenance and replacement; researches equipment and products for purchase; prepares equipment specifications, solicits and recommends the awarding of bids to vendors. (5%)

Develops and administers operational policies on employee safety and performance; plans and conducts safety sessions for employees; ensures compliance with regulatory mandates and standards for health and safety. (5%)

Participates in the development of master plans and long and short range operation plans and objectives that relate to program development of parks, recreation, ice arenas, and sports complexes. (5%)

Assumes the responsibility for the Park Department in the absence of both the Director and Assistant Director of Community Services including representing the department at City and County meetings; preparing and presenting staff reports and other necessary correspondence. (3%)

Assistant Parks and Recreation Manager (C42)

Responsible for the oversight and management of rental facilities, Serves as the department contact for customers who desire to rent facilities for special events and activities. (30%)

Coordinates, schedules and supervises Ice Arena and Sylvan Hill operations and maintenance (20%)

Manage operations of campground and shooting range. (10%)

Directs, coordinates, supervises, trains and evaluates staff involved in facilities and special events. (15%)

Works with special interest and event groups by meeting, coordinating and supplying services for programs. (10%)
Manage fee collection and compliance with city and county ordinances, rules and policies. Coordinated work with Recreation Deputy when needed. (10%)
Coordinates and oversees winter storage program. (5%)

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

At this time I do not believe another County department could use or provide the expertise of these positions. Both positions will work closely with other County Departments on specific projects.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

The work is currently being completed by current employees. Currently employees are not aligned efficiently within the department. In the case of the Assistant Parks and Recreation Manger, current staff is overseeing and trying to complete too many tasks that some tasks are not being completed to a high level.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)
Please see attached position cost breakdown.

- B. Explain specifically how position will be funded. **Positions are already funded by the tax levy. There is no additional requests for funds with the restructuring of the department.**

Amount of County tax levy: _____ % of total costs: 100 % _____

Amount of any outside funding: _____ % of total costs: 0% _____

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

Would this outside funding be used to offset the levy if not used for this position? _____

- B. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

No however efficiencies will be recognized to decrease expenditures and if recreation programs are increased due to community demand increased revenue will be generated.

- C. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, both positions will provide preventative services that will lead to cost avoidance or more extensive services in the future by efficient facility planning, decreased deferred maintenance and better customer service. Both positions will also increase efficiencies when working with the community resulting in better communication and higher productivity.

- D. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

Yes the costs for the requested positions are already in the budget for the two C52 positions. Eliminating two C52 positions and creating one D61 and one C42 will not require additional funding beyond what is

currently budgeted.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

Presented to Parks and Recreation Committee, Tuesday, December 3rd and Environmental Resources Committee on Thursday, December 5th. Human Resources, Finance and Property Committee on December 10th and County Board on December 17th, 2019.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date



Department Head Signature

11/25/19

Date

C52
Parks, Recreation & Forestry
FTE = 1.0

ABOLISH

| Item | Current Rates | |
|-------------------------------------------|---------------|------------------|
| DBM C52 | \$38.78 | \$80,662 |
| Health - Family | \$1,722.40 | \$20,669 |
| Dental - Family | \$60.32 | \$724 |
| FICA Retirement Rate | 6.20% | \$5,001 |
| FICA Medicare Rate | 1.45% | \$1,170 |
| Unemployment Insurance | 0.10% | \$81 |
| Retirement - Employer | 6.75% | \$5,445 |
| Worker's Comp - Municipal | 1.78% | \$1,436 |
| PEHP | \$21 | \$546 |
| Total Estimated Savings for 1 FTE: | | \$115,734 |

Park Operations Supervisor - C42
Parks, Recreation & Forestry
FTE = 1.0

NEW POSITION

| Item | Projected 2020 Rates | Minimum | Mid-Point | Maximum |
|----------------------------------------|----------------------|-----------------|-----------------|------------------|
| DBM C42 | | \$54,263 | \$65,116 | \$75,968 |
| Health - Family | \$1,700.49 | \$20,406 | \$20,406 | \$20,406 |
| Dental - Family | \$60.32 | \$724 | \$724 | \$724 |
| FICA Retirement Rate | 6.20% | \$3,364 | \$4,037 | \$4,710 |
| FICA Medicare Rate | 1.45% | \$787 | \$944 | \$1,102 |
| Unemployment Insurance | 0.10% | \$54 | \$65 | \$76 |
| Retirement - Employer | 6.75% | \$3,663 | \$4,395 | \$5,128 |
| Worker's Comp - Municipal | 1.78% | \$966 | \$1,159 | \$1,352 |
| PEHP | \$21 | \$546 | \$546 | \$546 |
| Total Estimated Cost for 1 FTE: | | \$84,773 | \$97,392 | \$110,012 |

C52
Parks, Recreation & Forestry
FTE = 1.0

ABOLISH

| Item | Current Rates | |
|-------------------------------------------|---------------|------------------|
| DBM C52 | \$40.43 | \$84,094 |
| Health - Family | \$1,465.81 | \$17,590 |
| Dental - Family | \$60.32 | \$724 |
| FICA Retirement Rate | 6.20% | \$5,214 |
| FICA Medicare Rate | 1.45% | \$1,219 |
| Unemployment Insurance | 0.10% | \$84 |
| Retirement - Employer | 6.75% | \$5,676 |
| Worker's Comp - Municipal | 1.78% | \$1,497 |
| PEHP | \$21 | \$546 |
| Total Estimated Savings for 1 FTE: | | \$116,644 |

PRF Assistant Director - D61
Parks, Recreation & Forestry
FTE = 1.0

NEW POSITION

| Item | Projected 2020 Rates | Minimum | Mid-Point | Maximum |
|----------------------------------------|----------------------|-----------------|------------------|------------------|
| DBM C42 | | \$66,738 | \$83,422 | \$100,106 |
| Health - Family | \$1,700.49 | \$20,406 | \$20,406 | \$20,406 |
| Dental - Family | \$60.32 | \$724 | \$724 | \$724 |
| FICA Retirement Rate | 6.20% | \$4,138 | \$5,172 | \$6,207 |
| FICA Medicare Rate | 1.45% | \$968 | \$1,210 | \$1,452 |
| Unemployment Insurance | 0.10% | \$67 | \$83 | \$100 |
| Retirement - Employer | 6.75% | \$4,505 | \$5,631 | \$6,757 |
| Worker's Comp - Municipal | 1.78% | \$1,188 | \$1,485 | \$1,782 |
| PEHP | \$21 | \$546 | \$546 | \$546 |
| Total Estimated Cost for 1 FTE: | | \$99,280 | \$118,679 | \$138,080 |

Position Description

Class Code 2502

| | | | |
|--------------------|----------------------------------------------|----------------------|------------------------|
| Title: | Assistant Parks Director - Operations | Department: | Park Department |
| Covered By: | Management Personnel Ordinance | Pay Grade: 18 | FLSA: E |
| Date: | Revised: November 2019 | Reports To: | Park Director |

Purpose of Position

The purpose of this position is to support the County's mission, vision and strategic plan initiatives and provide start to finish leadership and management of park operations and maintenance. The Assistant Director, in collaboration with the Department Director, oversees long range planning for the department and capital project management. This position will plan, direct, manage, and administer a vast array of maintenance, construction, mechanical, and horticultural operations, to ensure services are provided to our external and internal customers. The position provides services for multiple entities, develops and administers maintenance/operational budgets, oversees the workforce, administers policies and procedures, and works closely with all department staff so goals are accomplished.

Qualifications:

Bachelor's degree from an approved college/university in Park Administration, Recreation Management or a related field and four years of progressively responsible supervisory/administrative experience planning and directing park-related construction, maintenance or horticulture operations or any combination of education and experience that provides equivalent knowledge, skills and abilities. Requires the possession of a valid Wisconsin driver's license.

Examples of Work Performed:

Develops Capital Improvement Projects budget evaluating facilities, identifying deficiencies, makes recommendations concerning parks system developments, facilities, improvements, and program services to provide more efficient maintenance and parks systems usage and assists with design of new facilities, prepares project cost estimates; creates financial spreadsheets; monitors, oversees and authorizes expenditures.;

Plans, directs, manages, and administers a vast array of maintenance, construction, mechanical, and horticultural operations, to ensure services are provided to our customers.

Planning, scheduling and oversight of construction, repair, and preventative maintenance services: electrical, HVAC, carpentry, plumbing, masonry, horticultural, road maintenance, refrigeration systems, pools, trail management, turf management, snow removal, urban forestry, painting, welding, automotive and equipment repair, for facilities throughout Marathon County.

Administers, organizes and schedules Park Operations work orders, projects and general maintenance; coordinates maintenance and construction activities with operation schedules of park facilities and staff. Construction and development projects for the County Parks System that may include remodeling, layout improvements, municipal water systems, irrigation systems, private well systems and mechanical replacements for buildings and grounds at all venues.

Supervises Park Operations Managers, Park Storekeeper, and Mechanics; assists in interviewing and hiring new personnel; provides training and instruction; plans, coordinates, assigns and reviews work; acts on problems and concerns; approves leave; evaluates performance and recommends transfers, promotions, discharges, disciplinary action or salary increases. . Also responsible for park operations seasonal workforce selection, training, and supervision.

Prepares specifications for contractual services. Administers and monitors contractual services. Develops bidding proposals, solicits proposals, awards and monitors contracts for the following: Park improvement and construction projects, playground replacement, Vehicle and Equipment Purchasing, inventory supply, waste removal, uniforms, fuel, chemicals, herbicide application, painting, etc..

Develops and recommends annual Park Operations Budget for Wausau and Marathon County; Analyzes and evaluates monthly expense reports; authorizes and monitors expenditures of Park Operation funds; prepares material and cost estimates for park construction and maintenance projects.

Oversees the operation of the greenhouse and evaluates methods, materials and equipment used in the operation and maintenance of the horticulture program.

Administers the Vehicle and Equipment Program. Evaluates and assesses current and future equipment needs. Prepares specifications, bid documents and makes purchases. Establishes and maintains a record keeping/inventory system for all equipment. Tracks costs associated with vehicle and equipment repair. Establishes schedules for equipment maintenance and replacement.

Oversees vehicle and equipment use and maintenance; establishes, maintains and modifies record keeping system on all equipment; evaluates and assesses current and future needs for equipment; establishes schedules for equipment maintenance and replacement; researches equipment and products for purchase; prepares equipment specifications, solicits and recommends the awarding of bids to vendors.

Develops and administers operational policies on employee safety and performance; plans and conducts safety sessions for employees; ensures compliance with regulatory mandates and standards for health and safety.

Investigates accidents. Reports and determines methods to reduce City and County Risk

Participates in the development of master plans and long and short range operation plans and objectives that relate to program development of parks, recreation, ice arenas, and sports complexes.

Assumes the responsibility for the Park Department in the absence of both the Director and Assistant Director of Community Services including representing the department at City and County meetings; preparing and presenting staff reports and other necessary correspondence.

Establishes and maintains effective working relationships with staff, other departments, state and local government officials, community groups, and the general public.

Investigates public complaints and delegates work to resolve problems.

Performs other duties as required.

Knowledge, Skills and Abilities:

- Knowledge of current methods of development, operation, maintenance, management and care of park systems and related areas.
- Ability to establish and maintain effective working relationships with staff, other departments, state and local officials, community groups, and the general public.
- Knowledge of federal, state and local laws, codes and regulations related to park development and operation activities.
- Knowledge of administrative, managerial, budgeting, and supervisor principles and practices.
- Knowledge of accounting principles, budget preparation, analysis of numerical data, financial forecasting, cost estimating, monitoring and evaluation of expense reports.
- Knowledge and skills in developing and administering operational policies and procedures on employee safety. Must be able to plan and conduct training for employees to ensure compliance with regulatory mandates and standards for health and safety.
- Knowledgeable and skilled in supervision of employees, conducting training and orientation, performance appraisals, encouraging employee professional development, establishing performance improvement plans and when appropriate enforce employee disciplinary procedure.
- Ability to utilize a variety of reference, descriptive and advisory data and information such as; job applications, personnel reports, expense and budget reports, architectural drawings, equipment and contract specifications, inspection reports, related guides, manuals, guidelines and profession publications, OSHA regulations, statutes, procedures, guidelines and non-routine correspondence.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Knowledge of vehicles and equipment as it pertains to functionality, mechanical systems, preventative maintenance, and repair. Must be able to evaluate current and future needs, understand and establish maintenance schedules, and design specifications for new purchases.
- Ability to actively seek continuing education in Park and Recreation Management field and should be aligned in the Park and Recreation Series.
- Ability to maintain recreational facilities, grounds, and equipment and plan and coordinate recreational programs and events.
- Skill in identifying solutions and increasing efficiencies.
- Skill in managing projects and keeping costs and timelines on target.
- Knowledge of required training and safety principles and practices.
- Ability to conduct meetings to identify needs and the ability to coordinate department operations to meet obligations and ensure a positive experience at park venues.

Rev. 11/19/2019

Marathon County

Position Description

Class Code 2502

| | | | |
|--------------------|----------------------------------------------------------|----------------------|------------------------|
| Title: | Assistant Parks Director – Community Services | Department: | Park Department |
| Covered By: | Management Personnel Ordinance | Pay Grade: 18 | FLSA: E |
| Date: | Revised: November 2019 | Reports To: | Park Director |

Purpose of Position

The purpose of this position is to support the County's mission, vision and strategic plan initiatives, and work alongside the Director to develop and implement department-wide goals, objectives, policies and priorities. The Assistant Director, in collaboration with the Department Director, oversees park development and planning, strategic and long range planning for the department, and Recreation Program development. This position will develop and manage assigned budgets and revenue, prepare and administer department grants, grant programs, and sponsorships. This position provides cooperation with user groups and special event organizers and work directly with the Recreation Deputies.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists the Director in the development and implementation of department goals, objectives, work plans and long range plans; develops and prepares department five-year plan; prepares long-range development plans and Park master plan; plans annual construction project load; and assists with departmental project presentations

Advocates and works closely with citizens and other service providers in a cooperative community response to recreation, park use, facilities, programs, and addressing concerns.

Supervises acquisition, planning, design and construction of park projects; makes recommendations regarding land acquisitions.

Interviews and hires architectural and engineering consultants; reviews and approves consultant work product; directs the activities of consultants; approves billings; maintains architectural and engineering files and records. Acts as owner's agent on contracted construction projects; schedules design and construction projects; directs contractors on field changes/initiates change orders; monitors and accepts contractors work product and monitors compliance with building and safety codes; completes local, state and federal permit applications when necessary

Meets with park user groups, local and state agency representatives, local elected officials, school district officials, park staff and managers; conducts public meetings regarding Park issues; represents the Park Department with the local media; makes presentation at meetings of local elected officials; responds to inquiries regarding park policies, procedures, plans and activities.

Prepares, writes and administers various public and private grants for park and recreation facility development, programs, proposals, evaluations and acknowledgements.

Supervises department staff; assists in recruitment and interviewing and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work; acts on problems and concerns; maintains standards; approves leave and recommends disciplinary action as needed.

Develops and recommends annual budget for areas of responsibility for Wausau and Marathon County; Analyzes and evaluates monthly expense reports; authorizes and monitors expenditures; prepares material and cost estimates for program, special events and projects.

Works collaboratively with other agencies on program development and implementation, project development and implementation, coordination of services, program offerings and multi-jurisdictional issues.

Research current parks and recreation trends to develop activities, programs and policies that are driven by market needs which will provide the maximum recreational opportunities for the community; incorporate new trends and/or local needs into short and long range plans for the department.

Contact management of ongoing facility users; Woodchucks, River Wolves, school districts, etc.

Prepares reports and recommendations to the department Director on policy issues relating to departmental operations.

Works with the public on gifting opportunities.

Investigates and responds to complaints and questions regarding facilities, programs, instructors and staff.

Assumes the responsibility for the Park Department in the absence of the Director including representing the department at City and County meetings; preparing and presenting staff reports and other necessary correspondence.

Purchases large- to-mid capital equipment.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs clerical functions as needed.

Performs other related functions as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from an approved college/university in Park and/or Recreation Management, Natural Resources Management, Landscape Architecture, or a related field with an emphasis in Project Administration and four years professional experience in park planning, and construction with two years of supervisory/administrative responsibility or any combination of education and experience that provides equivalent knowledge, skills and abilities. Requires possession of a valid Wisconsin driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as plans, specifications, cost estimates, contracts, soil testing reports, subdivision plats, Federal Register ADA guidelines, architectural and site planning standards, product information, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Requires the ability to communicate orally and in writing with supervisor and subordinate staff; County administrator, planning director, board members, highway commissioner and other County departments and staff, elected officials, architects, engineers, contractors, vendors and the public.

Mathematical Ability

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

Judgment and Situational Reasoning Ability

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, various vehicles, boat, transit, drafting equipment/artist tools, soil bore, a plotter and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as traversing rough terrain, climbing ladders and scaffolding, and typing.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes, strong odors, disease and/or pathogens or explosives may cause discomfort and poses a limited risk of injury.

Marathon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Assistant Parks and Recreation Manager

(Working Title: **Events Manager**)

Payroll Occ Code:

DBM Rating:

FLSA:

Reports to:

Position Summary:

This position has direct responsibility for supervision of facilities and event management personnel, direct management of special events and facility rentals, program and facility planning, facility maintenance, and working with customer coordinating events utilizing the department facilities. Manages programs, personnel and events at the various venues.

Qualifications:

Bachelor's degree from an approved college/university in Park and Recreation Administration, or a related field with a minimum two years of progressively responsible supervisory/administrative experience planning and directing park-related construction, maintenance or horticulture operations. OR other combination of education and experience that provides equivalent knowledge, skills and abilities. Requires the possession of a valid Wisconsin driver's license. Evening and weekend work required.

Examples of Work Performed:

- Responsible for the oversight and management of rental facilities.
- Coordinates, schedules and supervises Ice Arena and Sylvan Hill operations and maintenance
- Manage operations of campground and shooting range.
- Serves as the department contact for customers who desire to rent facilities for special events and activities.
- Directs, coordinates, supervises, trains and evaluates staff involved in facilities and special events.
- Works with special interest and event groups by meeting, coordinating and supplying services for programs.
- Manage fee collection and compliance with city and county ordinances, rules and policies. Coordinated work with Recreation Deputy when needed.
- Establishes and maintains effective working relationships with staff, other departments, state and local government officials, community groups, and the general public.
- Coordinates and oversees winter storage program.
- Conducts building, facility and grounds inspections to ensure compliance.
- Perform snow removal operations utilizing dump truck, pickup trucks, plows, broom, shovel, etc.
- Responds to questions, comments, or complaints from public; investigates and resolves issues.
- Performs other duties as required.

Knowledge, Skills and Abilities:

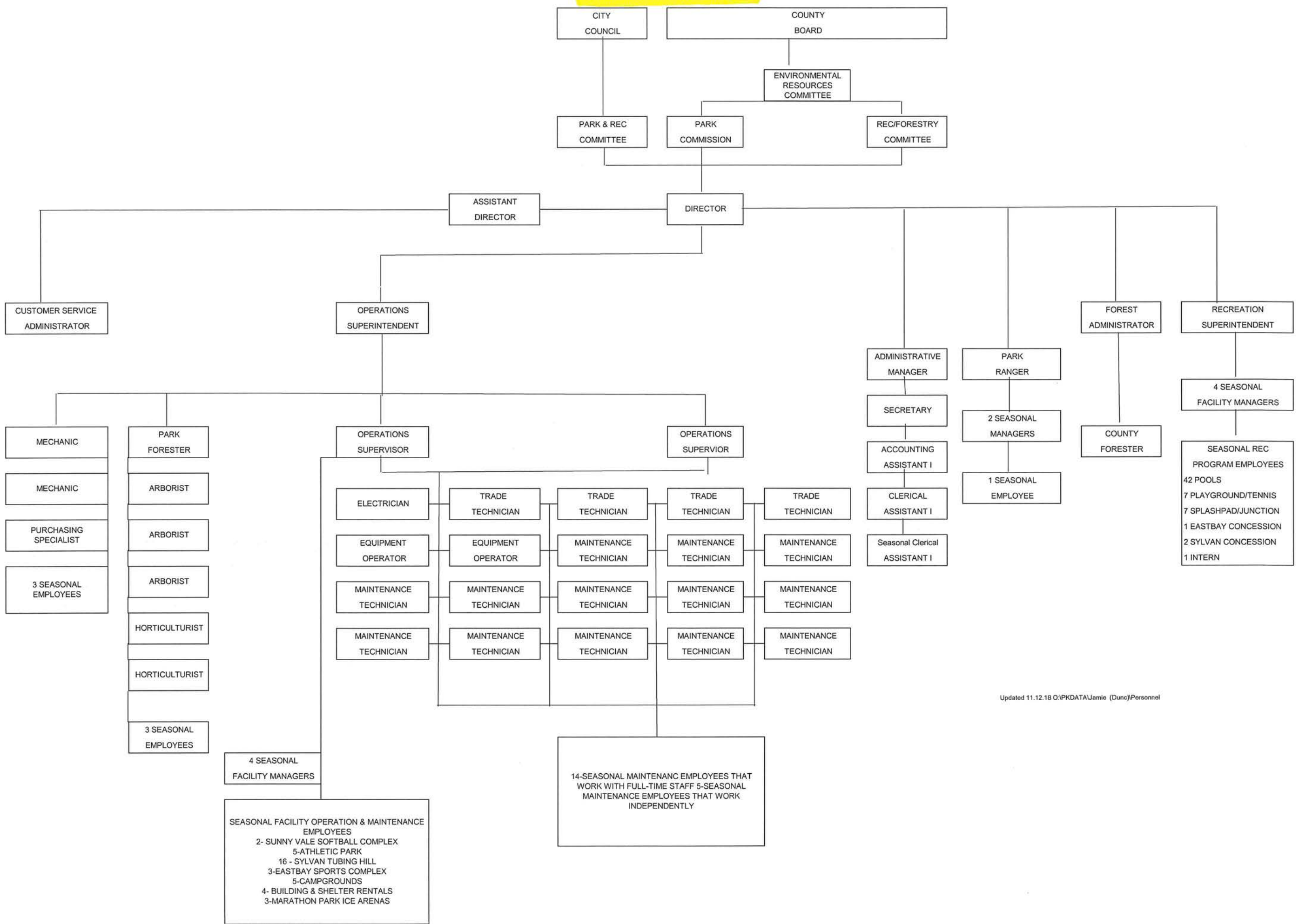
- Knowledge of current methods of operation, maintenance, management and care of park systems and related areas.
- Ability to establish and maintain effective working relationships with staff, other departments, state and local officials, community groups, and the general public.

- Knowledge of federal, state and local laws, codes and regulations related to park operation activities.
- Knowledge of, managerial and supervisor principles and practices.
- Ability to develop planning, performance management, and program evaluation mechanisms.
- Ability to plan, organize, assign, and evaluate the work of others.
- Ability to maintain recreational facilities, grounds, and equipment and plan and coordinate recreational programs and events.
- Skill in identifying solutions and increasing efficiencies.
- Skill in managing projects and keeping costs and timelines on target.
- Knowledge of required training and safety principles and practices.
- Ability to conduct meeting to identify needs and the ability to coordinate department operations to meet obligations and ensure a positive experience at park venues.

Rev. 11/11/19

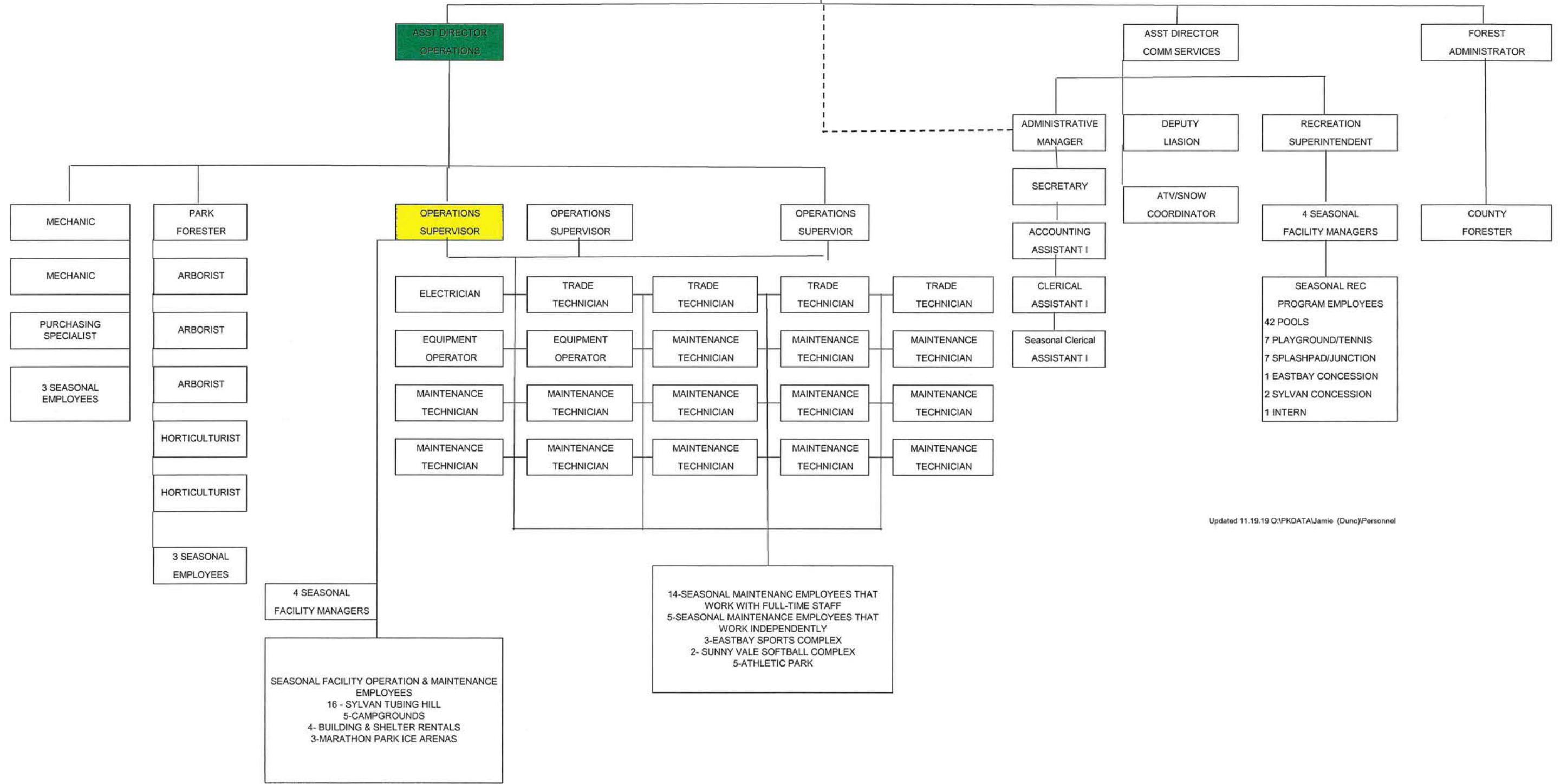
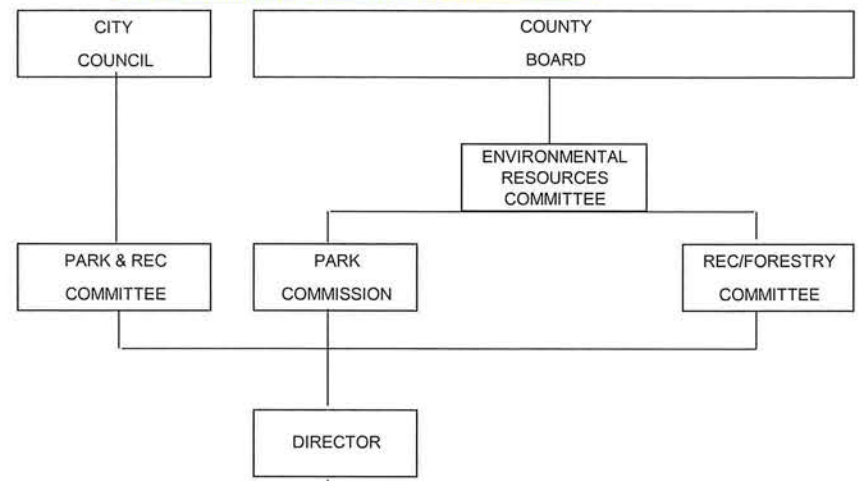
DRAFT

Current PRF Department Organizational Chart



Updated 11.12.18 O:\PKDATA\Jamie (Dunc)\Personnel

2019 Proposed PRF Department Restructure



Updated 11.19.19 O:\PKDATA\Jamie (Dunc)\Personnel