



February 18, 2015

To: Mayor Bemrich and City Council

From: David Fierke, City Manager

Subject: Creation of new classification – ROW Maintenance Specialist

ACTION: For Vote Monday, February 23, 2015

Brief History

There is a need to improve the appearance and maintenance and right-of-ways, specifically of city parcels in the TIF/CDRR/City owned nuisance districts. The classification of ROW Maintenance Specialist has been created to address this need.

Analysis of Issue

Along with maintenance of right-of-ways, this position will assist the forestry department with tree removals (Emerald Ash Borer, etc.), and provide support and direction to seasonal staff as assigned.

In review of the duties of the position and review of comparable positions within other cities, the position is recommended to be placed at a grade 17 of the non-union salary matrix. This will result in a starting wage of \$15.77 per hour.

Budget Impact

These monies are currently budgeted in the FY16 budget.

Strategic Plan Impact

Allocating this position is in line with the Envision 2030 plan and strategic goals set forth by council to enhance the appearance, image, and beautification efforts of the City.

Comprehensive Plan Impact

Policy B.1.1

Parks and recreation development shall be emphasized as being vital to the City of Fort Dodge as a great community with a high quality of life that can attract new businesses and industry to the area.

Subcommittee or Commission Review / Recommendation

N/A

Staff Conclusions / Recommendations

Recommended by City Manager, Human Resource Director and Parks, Recreation and Forestry Director.

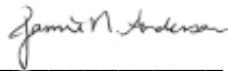
Alternatives

Leave department structure in current state.

Implementation and Accountability

Implementation of the duties of this classification will be overseen by the Parks, Recreation and Forestry Director.

Signed



Jamie N. Anderson
Human Resource Director

Approved



David R. Fierke
City Manager

RESOLUTION NO. _____

**A RESOLUTION IDENTIFYING AND ESTABLISHING PROPER
LABOR GRADE AND JOB DESCRIPTION FOR THE FOLLOWING
CITY EMPLOYEES**

WHEREAS, the City wishes to attract and retain the highest quality of employees; and

WHEREAS, formal Council action is necessary to cause the following to be implemented.

NOW, THEREFORE, BE IT RESOLVED that the position of ROW Maintenance Specialist in the Parks, Recreation and Forestry Department be created and placed at grade 17 of the non-union salary matrix.

BE IT FURTHER RESOLVED, that the attached job description be approved and be included in the master position classification plan.

PASSED AND APPROVED by the City Council of the City of Fort Dodge this _____ day of _____, 2015.

Ayes: _____

Nays: _____

Other: _____

City of Fort Dodge

Matt Bemrich, Mayor

Attest:

Jeff Nemmers, City Clerk

R.O.W. Maintenance Specialist

Description of Work

Code: 536
Grade: 17 Mgmt
Effective Date: 2-23-2015

General Duty Statement

Responsible for the property maintenance as assigned for city parcels in the TIF/CDRR/City Owned Nuisance districts along with assisting in the forestry department as a ground assistant on tree removals. This includes but is not limited to grounds, open space, and “right of way” maintenance; landscape construction and irrigation. Provides support and direction to seasonal staff as assigned.

Supervision

Works under the general guidance and direction of the City Forester and Parks & Forestry Superintendent with independence in decision related to assignments.

Supervision Exercised

Serves as team lead and supervises seasonal staff, inmates, or volunteers depending on assignments.

Competencies

- Demonstrates a full range of ability to maintain public grounds within the City of Fort Dodge.
- Demonstrates a strong understanding of appropriate safety procedures to ensure a safe workplace and minimize liability exposure to employees and the employer.
- Demonstrates a thorough knowledge of function to provide ground assistance in aerial truck work for trimming and removal, emergency assistance and operating procedures.
- Demonstrates a full ability to operate vehicles, trucks, equipment and tools related to the operation of property maintenance.
- Demonstrates the knowledge and ability to hold and maintain commercial chemical applicator licenses in turf grass, right-a-way and forestry.
- Demonstrates the ability to perform safety training and protocol to seasonal workers and inmates.
- Demonstrates a full understanding and ability to implement established city policies in the purchase of supplies as needed.
- Demonstrates the ability to maintain the proper paperwork for all pesticide use and applications.

- Demonstrates an appropriate level of physical fitness and coordination to lift up to 50 lbs., carry or assist in the movement of materials and supplies to fulfill the mission of the employer and pass all random drug screen tests for maintenance of a CDL endorsement.
- Demonstrates the ability to arrive for work on time and on a regular and dependable basis to ensure that work assignments are completed.

Requirements

High school diploma or completion of a GED. Must hold or be able to obtain a commercial chemical applicators licenses in turf grass/forestry/right-a-way within 12 months of employment and maintain such license as a condition of continued employment. Valid Iowa driver license. Good knowledge of accident prevention precautions applicable to forestry maintenance operations; ability to keep records and reports; to work from complex oral and written directions; good interpersonal and customer service skills. Commercial or municipal parks/landscaping experience preferred.