

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

Item No. 9
For Meeting of 03-22-10

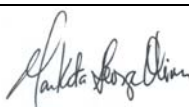
ITEM TITLE: Consideration of a resolution adopting updated position description and compensation rate for seasonal laborers

CONTACT PERSON(S): Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

Attached for your consideration is a resolution adopting a current position description and pay scale for seasonal laborer positions in the Parks and Public Works areas. Such as was done with the Chief Financial Officer position, the City reviews and updates, if necessary, job descriptions prior to filling a position. This description collapses the seasonal laborer and the grounds maintenance description into one description and adds language about audiovisual and events-related duties. The compensation for this position is \$9.50 per hour for a first-time summer help employee and \$10.00 hour for a returning seasonal employee. Last year, seasonal laborers were paid \$10.00 per hour.

The position will be advertised and hired pursuant to the City's adopting hiring policies. Historically the City has had as many as four seasonal laborers. This year the City plans to have three seasonal laborers, two focused in parks and general public works and one focused in reconstructing stormwater intakes.

<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____
Funding Source <input type="checkbox"/> General _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: right; margin-right: 100px;"> _____ City Administrator</div>

RECOMMENDATION: Approve resolution on a roll call vote.

COUNCIL ACTION:

RESOLUTION NO. 10-0322/

A RESOLUTION ADOPTING CURRENT POSITION DESCRIPTION AND
COMPENSATION LEVEL FOR SEASONAL LABORER POSITIONS

WHEREAS, the City has employees who render valuable services in performing their duties; and

WHEREAS, the City strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and

WHEREAS, the City wishes to continue to provide superior municipal services to its residents, businesses and visitors; and

WHEREAS, updated position descriptions and pay scales are necessary for various positions to maintain the City's workforce;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the attached position description is hereby adopted.

BE IT FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the compensation for this position is \$9.50 per hour for a first-time seasonal laborer employee and \$10.00 per hour for a returning seasonal laborer.

PASSED AND APPROVED THIS 22nd DAY OF MARCH, 2010.

David J. Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk

CITY OF WINDSOR HEIGHTS

Position or Title:

SEASONAL LABORER

Description:

The Seasonal Laborer is temporary work assignment. Under the direct supervision of Parks and Special Event Coordinator and the Public Works Director, the Seasonal Laborer performs a wide variety of functions necessary to provide enjoyable park and public facilities for all visitors. The position entails routine maintenance of park and other public facilities to include mowing and trimming, litter control, facility cleaning, audiovisual support, event set-up and tear-down, road work, sanitary and stormwater work.

Essential Job Functions:

Examples of Essential Job Functions include the following points.

1. Mowing and trimming of park and other city facilities.
2. Maintaining trash receptacles and providing litter control.
3. Restroom and building and grounds maintenance to include cleaning and sanitizing restrooms.
4. Maintain ball field grounds and field, including occasional painting and chalking of the field.
5. Inspects and maintains play structures facilities for safe usage to prevent injury and loss of life.
6. Performs daily cleaning and repairs of park grounds, restrooms, recreation facilities, and municipal building grounds.
7. Set up audio-visual equipment and other equipment or facilities for special events.
8. Maintains and prepares grounds for projects, including grading dirt, building sidewalks, fences, and walls, and hauling debris.
9. Maintains turf grass in parks, and municipal building grounds by mowing, spraying, fertilizing, seeding, or sodding.
10. Identifies hazardous trees and maintains trees by trimming, pruning, planting, removal, spraying, mulching, and chipping.
11. Working cooperatively with and providing assistance to other staff members as assigned.
12. Wear the staff uniform while on duty.
13. Observes all safety precautions and assistance others to provide a safe work environment.
14. Attend all trainings and meetings required for staff.
15. Reports any damaged or broken safety or mechanical equipment to the appropriate supervisor.
16. Timely completion of assigned duties of the position and other duties as assigned.

Job Standards

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- Education/Experience:**
- High School Diploma or equivalent. 1-2 years of additional schooling preferred.
 - 1-3 years of related work experience preferred.
 - Audiovisual capabilities strongly preferred.
- Skills:**
- Ability to take initiative
 - Effective oral and written communication skills
 - Excellent interpersonal communication skills
 - Problem-solving ability
 - Basic mathematical skills
 - Ability to concentrate in a diverse work setting
 - Sound judgment and decision-making abilities
- Knowledge:**
- Turf and tree management
 - Audio-Visual Equipment
 - General knowledge of grounds and facility maintenance including carpentry, plumbing, concrete, and electrical and mechanical concepts.
 - General knowledge of office equipment, including computer, telephone, facsimile, photo copier, and calculator
 - General knowledge of tools and equipment, including heavy equipment, hand/power tools, chipper, electronic equipment, fire equipment, and emergency equipment
 - General knowledge of basic construction.
- Working Conditions:**
- Intermittent periods of standing, walking, and sitting
 - Ability to lift, carry, push, and pull 21-50 pounds
 - Constant hearing, near and far sight acuity, depth perception, color vision, and field of vision
 - Frequent climbing, stooping, reaching, dexterity, concentration, judgment, and writing ability
 - Intermittent balancing, kneeling, crouching, crawling, handling, feeling, and talking
 - Some nights and weekends required, including the 4th of July.
 - Constant exposure to weather and dirt/dust
 - Frequent exposure to extreme cold and/or heat, wet and/or humid conditions, noise intensity level, vibration, moving mechanical parts/hazards, explosives, toxic/caustic chemicals, odors, and other environmental conditions
 - Constant use of protective footwear
 - Moderate use of protective eyewear, earwear, and gloves
- Safety Hazards:**
- Electrical hazards
 - Traffic hazards
 - Chemical Hazards
 - Hazards associated with moving mechanical parts on heavy and light equipment
- Salary/Benefits:** Current compensation information is available from the City Payroll Officer. Information regarding benefits is included in the Personnel Policies Manual.

This position may be subject to pre-employment and on-going drug and alcohol screening for cause. This position is also subject to a pre-employment physical. The City of Windsor Heights retains the authority to change the job duties included in this description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.