



Board of Aldermen Request for Action

MEETING DATE: 10/21/2025

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1521, Employee Compensation Plan Amendment

REQUESTED BOARD ACTION

A motion to approve of Resolution 1521, adopting amendments to the Employee Compensation Plan.

SUMMARY

The Employee Compensation Plan sets the pay scale and includes job descriptions for all city positions.

Included in the packet is an updated pay grade schedule to be implemented in the first full pay period of the 2026 fiscal year. Based on Board direction, the approval of the amended pay grade schedule will include a 2.5% CPI adjustment to the minimum and maximum salaries for all pay grades. Current permanent employees will receive a 4% pay adjustment.

Additionally, with Board direction staff added three new positions to the Compensation Plan which are reflected in the FY2026 Budget: Animal Control Officer, IT/GIS Technician, and a Parks & Facilities Manager. The job descriptions are attached.

This compensation plan is effective November 1, 2025 and will remain in effect until such time a subsequent compensation plan supersedes it. It is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraints of the City and the labor market in which we compete to attract and retain qualified personnel at all levels of the organization.

PREVIOUS ACTION

The Plan is revised annually for adjustments and changes. The Plan was last revised in 2024.

POLICY OBJECTIVE

Recruitment & Retention

FINANCIAL CONSIDERATIONS

This compensation plan is included in the FY2026 Budget.

ATTACHMENTS

- | | |
|--|-----------------------------------|
| ☐ Ordinance | ☐ Contract |
| ☒ Resolution | ☐ Plans |
| ☐ Staff Report | ☐ Minutes |
| ☒ Other: Employee Compensation Plan, Animal Control Job Description, IT/GIS Technician Job Description, Parks & Facilities Manager Job Description | |

RESOLUTION 1521

A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE COMPENSATION PLAN

WHEREAS, the City of Smithville has adopted and set forth the compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan; and

WHEREAS, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- 2.5% increase in range adjustments for all pay grades.
- 4% increase pay rate for current permanent employees.
- Addition of the following positions: Animal Control Officer, IT/GIS Technician, Parks & Facilities Manager

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2025 by the City in the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 21st day of October 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Smithville Employee Salary Schedule

Revised November 1, 2025

November 1, 2025

Salary Range

Adjustment

1.025

1.025

Pay Grade	Recommended Title	Department
5		
10		
	Maintenance Worker I - Parks	Parks and Recreation
	Maintenance Worker I - Public Works	PW
	Administrative Assistant I - Public Works	PW
15		
	Permit Technician	Development
	Finance Specialist I	Finance
	Administrative Assistant II- Utilities	PW
	O&M Technician/ Plant Operator I	PW
	Senior Services Coordinator	Parks and Recreation
20		
	Police Administrative Assistant/Prosecutor Assistant	Police
	Maintenance Worker II - Parks	Parks and Recreation
	Maintenance Worker II- Public Works	PW
	O&M Technician/ Plant Operator II	PW
	Recreation Coordinator	Parks and Recreation
25		
	Police Recruit	Police
	Animal Control Officer	Police
30		
	Code Inspector I	Development
35		
	Building Inspector I	Development
	Code Inspector II	Development
	O&M Technician/ Plant Operator III	PW
	Crew Leader -Public Works	PW
	Crew Leader -Parks	Parks and Recreation
	Engineering Technician I	PW
40		
	Building Inspector II	Development
	Finance Analyst	Finance
	Finance & Payroll Administrator	Finance
	IT / GIS Technician	Administration
45		
	Building Inspector III	Development
	Recreation Manager	Parks and Recreation
	Engineering Technician II	PW
	Parks & Facilities Manager	PW
50		
	Assistant to the Public Works Director	PW
55		
	Streets Superintendent	PW
	Water Treatment Plant Manager	PW
	Utilities Operations Manager	PW
60		
	Police Captain	Police
65		
	Assistant City Administrator	Administration
	Development Director	Development
	Finance Director	Finance
	Parks and Recreation Director	Parks and Recreation
	Police Chief	Police
	Public Works Director	PW

Assistant City Clerk Pay: 6%

SALARY RANGE			
	Minimum	Market	Maximum
\$	17.12	\$ 19.69	\$ 23.97
\$	35,614.08	\$ 40,956.19	\$ 49,859.71
\$	19.12	\$ 21.98	\$ 26.77
\$	39,769.06	\$ 45,728.48	\$ 55,676.68
\$	20.65	\$ 23.74	\$ 28.91
\$	42,950.58	\$ 49,384.86	\$ 60,140.31
\$	21.68	\$ 24.93	\$ 30.35
\$	45,087.42	\$ 51,854.10	\$ 63,131.89
\$	22.76	\$ 26.17	\$ 31.87
\$	47,342.98	\$ 54,442.06	\$ 66,289.67
\$	24.13	\$ 27.75	\$ 33.79
\$	50,192.11	\$ 57,718.55	\$ 70,278.45
\$	25.58	\$ 29.42	\$ 35.81
\$	53,207.43	\$ 61,184.99	\$ 74,480.91
\$	27.11	\$ 31.17	\$ 37.95
\$	56,388.96	\$ 64,841.37	\$ 78,944.54
\$	29.83	\$ 34.30	\$ 41.76
\$	62,039.73	\$ 71,346.87	\$ 86,850.87
\$	31.62	\$ 36.37	\$ 44.27
\$	65,767.33	\$ 75,644.30	\$ 92,074.27
\$	34.78	\$ 40.00	\$ 48.70
\$	72,344.07	\$ 83,194.49	\$ 101,286.44
\$	40.75	\$ 46.87	\$ 57.06
\$	84,764.20	\$ 97,488.50	\$ 118,679.55
\$	46.87		\$ 70.30
\$	97,488.50		\$ 146,232.75



JOB DESCRIPTION

Job Title: Animal Control Officer	Reports to: Police Captain
Department: Police	FLSA Classification: Non-Exempt
Revision Date: November 2025	Pay Grade: 25
Minimum Education: High School diploma or equivalent	
Minimum Experience: one (1) year of experience in handling shelter animals, wildlife control, or animal control enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.	
Minimum Certification: Must possess and maintain a driver's license in the state in which they reside. Possession and maintenance of certification by state or national animal control association is preferred.	
Other Requirements: Possession and maintenance of certification by state or national animal control association required within the first year of employment.	

POSITION SUMMARY

The purpose of this classification is to perform general/specialized work functions associated with providing effective and efficient animal control and to enforce state and local animal control ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Manages day-to-day care of animals; feeds animals, pressure washes cages and kennel areas; maintains compound and shelter buildings and grounds; prepares animals for adoption; maintains all related documentation as required by law.
2. Patrols City to locate and pick up stray animals and to look for animal control violations; enforces animal related laws and ordinances; assists animals in problem situations; captures domestic, wild, dangerous, or aggressive animals; sets animal traps; loads animals into cages; transports animals to animal shelter, veterinarian offices, or other locations; relocates displaced wildlife; assists law enforcement by removing live animals from accident scenes or crime scenes.
3. Responds to incoming calls concerning various animal issues, such as animal bites, potential animal cruelty/abuse, animals in distress, stray/nuisance animals, barking dogs, wild/dangerous animals, sick/injured animals, animal behavior problems, or animal control laws; provides information and assistance; mediates/resolves citizen disputes; conducts investigations and performs follow-up as appropriate.
4. Processes captured animals; handles, lifts, and carries animals, restraining as appropriate; handles frightened, ill-tempered, and injured animals; checks animals for signs of rabies, disease, or other illnesses; quarantines

exposed animals; assigns and transports animals to kennels; prepares and maintains all related documentation.

5. Provides information and education to the public concerning responsibility of pet ownership, laws and ordinances, and pet adoption; assists with adopting out animals; collects money, issues receipts and completes adoption forms.
6. Maintains inventory of animal care supplies; ensures adequate supplies are available to complete work assignments and to care for a variety of animals held at the shelter; purchases/replaces supplies as needed.
7. Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of animals, employees and other individuals.
8. Researches new animal control techniques and presents findings to supervisors.
9. Prepares or completes various forms, reports, correspondence, time sheets, kennel cards, incident reports, victim/witness statements, impound invoices, dog/cat licenses, time sheets, compliance notices, citations or other documents.
10. Receives various forms, reports, correspondence, animal and veterinarians records, incident reports, animal/booking logs, court case paperwork, laws, codes, ordinances, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
11. Communicates with supervisor, City employees, police/fire personnel, other animal control agencies, veterinarians, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
12. Maintains a current knowledge and awareness of applicable laws/regulations; maintains an awareness of new procedures, trends, and advances in the profession; attends conferences, workshops, and training sessions as appropriate.
13. Operates a variety of equipment associated with animal control activities, which may include an animal control truck, animal restraint equipment, chemical immobilization equipment, animal traps, or other tools, a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

REQUIRED JOB COMPETENCIES

1. Skill in adapting readily and quickly to the changing dynamics of the workplace in terms of goals and objectives, technical changes and changing professional requirements;
2. Establish and maintain appropriate professional working relationships with internal and external customers, ensuring adequate listening and problem-solving skills are used as necessary
3. Skill in handling multiple projects at one time
4. Ability to be a self-starter and decision maker; politically astute and a team player
5. Demonstrate excellent communication skills (oral and written)
6. Understand and apply required general safety policies and techniques.
7. Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
8. Ability to apply principles of effective communication with others in coordinating activities of a project, program, or designated area of responsibility.
9. Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
10. Ability to clearly communicate thoughts and ideas to any audience.

11. Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
12. Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
13. Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
14. Able to render credible testimony in a court of law.
15. Knowledge of Court operations and the administration and execution of Civil processes.
16. Ability and skill to make appropriate decisions quickly.
17. Ability and skill to perform effectively under ever-present stressful conditions.
18. Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
19. Knowledge of computer software consistent for this position.
20. Knowledge of the operation of standard office equipment and software.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
23. Ability to perform word processing and/or data entry.
24. Ability to perform mathematical calculations required of this position.
25. Ability to prepare and maintain accurate and concise records and reports.
26. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
27. Ability to define problems, exercise sound judgment, and address a variety of situations.
28. Ability to think quickly, maintain self-control, and adapt to stressful situations.
29. Ability to maintain professionalism at all times.
30. Ability to maintain confidentiality.
31. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
32. Ability to establish and maintain effective working relationships with others.
33. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work requires exposure to outdoor weather conditions.

- Work requires the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May be subject to infectious diseases carried by animals when assigned to the animal shelter.
- Work requires wearing specialized personal protective equipment when assigned to the animal shelter.
- Work is conducted in an office setting (e.g., business office, light traffic) and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change



JOB DESCRIPTION

Job Title: IT/GIS Technician	Reports to: Assistant City Administrator
Department: Administration	FLSA Classification: Non-Exempt
Revision Date: November 2025	Pay Grade: 40
Minimum Education: Bachelor's degree in information technology, Computer Science, Geographic Information Systems, or a related field preferred. High School Diploma Required.	
Minimum Experience: Two years of experience in IT systems, GIS management, or related coordination role. An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position may be considered.	
Minimum Certification: Must possess and maintain a driver's license in the state in which they reside.	
Other Requirements: Experience managing vendor relationships and service contracts required. Familiarity with ESRI ArcGIS products, Microsoft 365, Windows Server environments, and networking systems preferred.	

POSITION SUMMARY

The IT/GIS Technician oversees the organization's technology and geographic information systems operations, ensuring efficient, secure, and coordinated use of IT and GIS resources. This position serves as the primary liaison between internal departments and external IT and GIS vendors, managing system maintenance, troubleshooting, and technology-related projects. The coordinator ensures that all systems operate effectively, securely, and in support of the organization's strategic goals.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Information Technology (IT)

- Coordinate with external IT vendors to maintain and support hardware, software, servers, and network infrastructure.
- Oversee user support requests, ensuring timely resolution of issues through vendor or internal coordination.
- Manage user accounts, permissions, and cybersecurity protocols.
- Assist with system upgrades, installations, and technology rollouts in partnership with vendors.
- Monitor system performance and ensure compliance with data backup, recovery, and cybersecurity best practices.
- Maintain IT documentation, asset inventories, and service contracts.
- Evaluate technology needs and recommend cost-effective solutions.

- Train staff on IT software and equipment

Geographic Information Systems (GIS)

- Serve as the primary point of contact with GIS consultants and software providers.
- Manage GIS data development, updates, and maintenance in collaboration with vendors and departments.
- Create, maintain, and share maps, layers, and spatial data to support all city needs including: administration, planning, public works, utilities, parks, and police data.
- Ensure accuracy, consistency, and integration of GIS data across systems.
- Support field data collection efforts and mobile GIS tools.
- Coordinate GIS software licensing, maintenance, and training opportunities for staff.
- Present information to the Board of Aldermen and senior management.

REQUIRED JOB COMPETENCIES

1. Strong understanding of computer hardware, software, and networking systems.
2. Working knowledge of cybersecurity principles, data protection practices, and backup/recovery systems.
3. Proficiency in GIS software (ArcGIS, ArcGIS Online, or similar platforms).
4. Ability to design, update, and maintain geospatial databases and mapping applications.
5. Experience integrating GIS data with other enterprise systems.
6. Strong troubleshooting and analytical skills with the ability to diagnose and resolve technical issues.
7. Ability to manage multiple projects with competing deadlines.
8. Skilled in coordinating with external vendors, contractors, and consultants.
9. Capable of evaluating vendor performance and ensuring service delivery meets organizational needs.
10. Budget awareness and ability to provide input on technology planning and procurement.
11. Excellent written and verbal communication skills.
12. Ability to translate complex technical information into user-friendly language for non-technical staff.
13. Strong customer-service orientation and ability to provide effective end-user support.
14. Collaborative mindset with the ability to work across departments and build positive relationships.
15. Strong attention to detail, record-keeping, and documentation practices.
16. Ability to develop and maintain technology and GIS policies, procedures, and standards.
17. Commitment to data accuracy, confidentiality, and professional integrity.
18. Initiative and ability to work independently with minimal supervision.
19. Willingness to stay current with emerging technologies, GIS advancements, and cybersecurity trends.
20. Ability to adapt quickly to changing systems, priorities, and organizational needs.
21. Skill in adapting readily and quickly to the changing dynamics of the workplace in terms of goals and objectives, technical changes and changing professional requirements;
22. Establish and maintain appropriate professional working relationships with internal and external customers, ensuring adequate listening and problem-solving skills are used as necessary
23. Skill in handling multiple projects at one time
24. Ability to be a self-starter and decision maker; politically astute and a team player
25. Demonstrate excellent communication skills (oral and written)
26. Understand and apply required general safety policies and techniques.
27. Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
28. Ability to clearly communicate thoughts and ideas to any audience.
29. Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

30. Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
31. Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria..
32. Knowledge of the operation of standard office equipment and software.
33. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
34. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
35. Ability to define problems, exercise sound judgment, and address a variety of situations.
36. Ability to think quickly, maintain self-control, and adapt to stressful situations.
37. Ability to maintain professionalism at all times.
38. Ability to maintain confidentiality.
39. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
40. Ability to establish and maintain effective working relationships with others.
41. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work is conducted in an office setting (e.g., business office, light traffic) and in the field.
- Frequent use of computers, phones, and general office equipment.
- Periodic travel between facilities, job sites, or vendor locations may be required.
- Occasional fieldwork for equipment installation or data collection.
- Physical requirements include the ability to: Sit or stand for extended periods. Lift, carry, push, or pull computer equipment and peripherals up to 50 pounds. Bend, stoop, crouch, kneel, reach, and handle tools or equipment as needed for installation or troubleshooting. Work in confined spaces (e.g., server rooms or under desks) as necessary.
- May require occasional evening or weekend work for system upgrades, maintenance, or emergency response.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change



JOB DESCRIPTION

Job Title: Parks & Facilities Manager	Reports to: Parks and Recreation Director
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: August 2025	Pay Grade: 45
Minimum Education: High School diploma or equivalent. Post high-school education in skilled trades of HVAC, electric, carpentry, plumbing, welding, mechanical preferred.	
Minimum Experience: Five (5) years work experience in horticulture, groundskeeping, equipment operations, or maintenance work. Previous supervisory or lead experience preferred.	
Minimum Certification: Certified Playground Safety Inspector certification is required within 6 months.	
Other Requirements: High Level of knowledge of and experience with heavy equipment or machinery. Must have basic computer skills for email communication, online reporting, and maintenance-related software	

POSITION SUMMARY

This position is responsible for planning, coordinating, and overseeing all aspects of maintenance and repair for parks, recreation, and city facility services. The role ensures the provision of safe, sustainable, and attractive active and passive-use parks and recreational opportunities for residents and the public. Under the direction of the Parks and Recreation Director, this position fosters a positive working environment, encourages high-level performance, and ensures employee safety. Key duties involve developing, implementing, and overseeing the work plan and contracts for the park's maintenance division, as well as training, developing, and supervising employees. Work will be within an office setting and in the field to troubleshoot and support staff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership and training to maintenance staff, coordinates cross-training opportunities, and mentors team members to support professional growth, achieve departmental goals, and maintain a motivated workforce

2. Schedules daily work assignments and reprioritize assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Oversees the maintenance and care of City park facilities, including but not limited to mowing, irrigation, turf management, and equipment upkeep. Responsibilities also include maintaining buildings, restrooms, landscaping, athletic fields, the campground, and walking trails across all City of Smithville properties. Performs inspections on playground equipment, public facilities, trails, and other equipment to ensure the safety of parks and proper working condition of equipment in recreation facilities.
4. Assists Parks and Recreation Director with development of Request for Proposals and the administration of contracts.
5. Coordinates the repairs and maintenance of public facilities.
6. Performs snow removal operations with Public Works
7. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation and pruning and or removal of trees.
8. Ensures proper care and maintenance of tools and equipment is completed; coordinates maintenance as needed.
9. Responds to customer service inquiries, providing appropriate follow-up, referral, or resolution.
10. Monitors inventory and orders supplies, and equipment as needed.
11. Responds to emergency situations concerning malfunctioning public facilities, equipment, tools, systems; analyzes situation and takes appropriate action.
12. Notifies Supervisor of servicing required by outside vendor and/or contractor.
13. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
14. Provides training to all new Parks and Recreation maintenance personnel.
15. Reports all accidents to the appropriate authority. Follow all policies for reporting.
16. Provides backup assistance to other department personnel as needed.
17. Maintains appropriate records including complete equipment repair history, work orders, daily job card, building maintenance, and other related data. Completes written records of labor and materials used for each work project.
18. Performs minor HVAC, plumbing, electrical, structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
19. Oversees the preparation of athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up.
20. Provide the Director with important information for budgeting, bids, grants, and statistical reports. Compare, shop, and bid out on supplies and equipment.
21. Develops maintenance cost projections and recommends budgets; monitors maintenance expenditures to assure compliance with established financial guidelines; develops and monitors budget(s) and monitors fiscal condition of the department.
22. Project management. Works in conjunction with the Parks and Recreation Director to plan and supervise annual and periodic park projects.
23. Reports to work for on-call after hour needs, as assigned.
24. Performs emergency repairs and work as necessary.
25. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
5. Knowledge of Personal Protective Equipment.
6. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
7. Ability to instruct and train in methods and procedures.
8. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
9. Ability to understand and follow oral and written instructions.
10. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
11. Knowledge of computer software consistent for this position.
12. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
13. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
14. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
15. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
16. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to maintain professionalism at all times.
20. Ability to work as a member of a team.
21. Ability to establish and maintain effective working relationships with others.
22. Ability to perform mathematical calculations required of this position.
23. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or

as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name