



PROCLAMATION

WHEREAS Terry Lannon was hired as the Town of Oak Ridge Parks & Recreation Director in 2007; and

WHEREAS, Lannon has been present since ground was broken at Oak Ridge Town Park, building it into the crown jewel of the Town of Oak Ridge, and under his direction has helped to create athletic fields that have garnered local, regional and even national recognition; and

WHEREAS, Lannon has established a staff that shares his dedication, attention to detail, and unwavering commitment to excellence; and

WHEREAS, the Parks & Recreation Department staff has cared not only for Oak Ridge Town Park, but also the landscaping around the Welcome to Oak Ridge signs, the trails at the Cascades Preserve, the grounds at Town Hall, and has set the stage with their expertise as the Town readies for the opening of the new Heritage Farm Park; and

WHEREAS, Terry Lannon's sound counsel and advice have proven invaluable in promoting informed decision-making and fostering constructive outcomes; and

WHEREAS, Lannon has worked not only with the Town Council and staff, but with numerous volunteer committees and organizations including the Parks & Recreation Advisory Board, Tree Board, Special Events Committee, Canine Capers Committee, Heritage Day Committee, Scout troops, Oak Ridge Youth Association, and countless other groups holding events and tournaments at Town facilities.

NOW, THEREFORE, be it proclaimed that I, with all the members of Town Council, do hereby extend heartfelt congratulations to Terry Lannon upon his retirement from the Town of Oak Ridge and wish him the best in all his future endeavors.

Jim Kinneman
Mayor

ATTEST:

Sandra B. Smith, CMC, NCCMC
Asst. Town Manager/Town Clerk

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: March 6, 2024

RE: Parks Superintendent Position

Please find in your packets a job description for a new Parks Superintendent position that will replace the current Crew Leader position in the Parks and Recreation Department. This new position is designed to take on many of the supervisory, facility management, and equipment management roles directly related to the day-to-day operation of the Town Park, Heritage Farm Park, and other Town-owned properties. Some of these duties had previously been assigned to the Parks and Recreation Director. This is an exempt position.

The new position is proposed partly in response to the difficulty we have had in finding candidates with the requisite skills and experience needed to fill the varied roles that Terry Lannon provided as Parks and Recreation Director. Consequently the Parks and Recreation Director position will remain unfilled. The portion of Terry's duties that would not be handled by the Parks Superintendent would be handled by Town Hall staff at this time.

Looking into the near future, this position could be paired with a Recreation Superintendent who would manage administrative responsibilities, board and volunteer relations, and recreational programming, with both positions reporting to the Town Manager. Alternatively the position could report to a Parks and Recreation Director position that would be redefined to reflect the changing, and growing, needs of the Department. Regardless of the direction chosen, with park acreage nearly doubled and athletic field inventory increased by 50%, this position will be essential in managing the growing operational needs of the department.

Requested Action: Approve Parks Superintendent position at Pay Grade 14 (also attached).



JOB TITLE: Parks Superintendent

DEPARTMENT: Parks & Recreation

JOB SUMMARY: Under general direction from the Town Manager and Parks & Recreation Advisory Board, supervises all park construction, maintenance, and repair to Town-operated parks, recreation facilities, sports fields, trails, and other assigned Town properties. Employee is responsible for overseeing the work activities of full time, part time, and seasonal park employees. Employee reports to the Town Manager.

MAJOR DUTIES:

- Allocate work to, supervise, and evaluate the work of the Park staff.
- Formulate maintenance portion of operational budget.
- Make recommendations regarding equipment purchases.
- Order parts, supplies, and equipment.
- Formulate and administer turf management program.
- Keep electronic records of turf management and equipment repair.
- Conduct higher-skilled duties at the parks.
- Coordinate and oversee all equipment maintenance.
- Interview and train new staff.
- Schedule staff for weekend coverage needs.
- Respond to citizen complaints at parks.
- Routinely check on all Town properties.
- Regularly attends Tree Board & Parks & Recreation Advisory Board meetings.
- Attends Finance Committee and Town Council meetings as needed.
- Assist in preparing recommendations to Town Manager.
- Assist with the semi-skilled and routine ground maintenance, carpentry, electrical, painting, plumbing, and other relevant tasks.

- Assist in the operation of a variety of maintenance equipment such as mowers, weed eaters, fertilizer spreaders and sprayers, tractors, front-end loaders, utility vehicles, infield groomers, and various hand and power tools.
- Assist with the seasonal maintenance and preparation work to sports fields such as football, baseball, softball, lacrosse, and soccer playing areas.
- Assist with the installation and maintenance of walking trails, playground equipment, and site furnishings.
- Performs preventive and routine maintenance on department buildings, facilities, equipment, and vehicles.
- Makes on-site inspections of work in progress to ensure accuracy, thoroughness, and timeliness.
- Ensures crew members adhere to safety and county policies and procedures.
- Upon direction of the Town Manager, communicate operational needs with vendors and contractors.

INTERIM DUTIES:

- Coordinates capital construction projects under the direction of the Town Manager.
- Assist in formulation and administration of Operation Budget.
- Schedules and bills Oak Ridge Youth Association for field usage.
- Schedules field lighting with Musco Lighting.
- Assist in the planning of RidgeFest with a representative from the Merchants of Oak Ridge
- Attends and prepares monthly report for Parks & Recreation Advisory Board meeting.
- Coordinates facility usage.
- Coordinates staffing for Special Events.
- Develop plan for weekend coverage needs
- Formulate and administer operating capital

- Purchase equipment, and parts, and materials for Park

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of methods practices, tools, equipment, supplies, and materials used in recreational facilities and grounds maintenance and repair.
- Knowledge of Town safety policies and regulations.
- Knowledge of the operation and maintenance of a variety of equipment and hand and power tools.
- Knowledge of athletic field and grounds maintenance techniques.
- Skill in supervision and ability to train staff in maintenance techniques and equipment use.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Park Superintendent assigns work in terms of general instructions and spot-checks work in progress and upon completion, for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and Town ordinances, department policies and procedures, recreational facilities and grounds maintenance and repair practices, and safety procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of related maintenance and repair duties and personnel supervision.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: In addition to administrative office duties, some work is typically performed in a recreational facility or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has supervision over full-time, part-time, and seasonal staff as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a degree in recreation administration or related degree plan.
- Ability to develop and maintain effective relationships with other employees and officials.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to perform duties of job description.
- Possession of or ability to obtain and maintain a NCDA & CS pesticide license.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- Must be able to pass a criminal background check.
- Must be dependable and willing to work a flexible schedule as required.

Proposed Pay Scale

Grade	Minimum		Target/Mid		Maximum	Classes Assigned	+Grades
1	\$23,342.00	11.22	\$29,177.50	14.03	\$35,013.00		
2	\$24,509.10	11.78	\$30,636.38	14.73	\$36,763.65		
3	\$25,734.56	12.37	\$32,168.19	15.47	\$38,601.83		
4	\$27,021.28	12.99	\$33,776.60	16.24	\$40,531.92		
5	\$28,372.35	13.64	\$35,465.43	17.05	\$42,558.52		
6	\$29,790.96	14.32	\$37,238.71	17.90	\$44,686.45	Grounds Keeper I	5
7	\$31,280.51	15.04	\$39,100.64	18.80	\$46,920.77		
8	\$32,844.54	15.79	\$41,055.67	19.74	\$49,266.81	Office Assistant; Grounds Keeper II	4
9	\$34,486.76	16.58	\$43,108.46	20.73	\$51,730.15		
10	\$36,211.10	17.41	\$45,263.88	21.76	\$54,316.65	Grounds/Maint. Crew Leader	3
11	\$38,021.66	18.28	\$47,527.07	22.85	\$57,032.49		
12	\$39,922.74	19.19	\$49,903.43	23.99	\$59,884.11	Deputy Clerk	6
13	\$41,918.88	20.15	\$52,398.60	25.19	\$62,878.32		
14	\$44,014.82	21.16	\$55,018.53	26.45	\$66,022.23	Parks Superintendent	
15	\$46,215.56	22.22	\$57,769.45	27.77	\$69,323.35		
16	\$48,526.34	23.33	\$60,657.93	29.16	\$72,789.51	Town Clerk	2
17	\$50,952.66	24.50	\$63,690.82	30.62	\$76,428.99		
18	\$53,500.29	25.72	\$66,875.36	32.15	\$80,250.44		
19	\$56,175.31	27.01	\$70,219.13	33.76	\$84,262.96		
20	\$58,984.07	28.36	\$73,730.09	35.45	\$88,476.11	Planning Director	2
21	\$61,933.28	29.78	\$77,416.59	37.22	\$92,899.91		
22	\$65,029.94	31.26	\$81,287.42	39.08	\$97,544.91	Parks & Recreation Director	4
						Town Clerk/Asst. Town Mgr.	
23	\$68,281.44	32.83	\$85,351.79	41.03	\$102,422.15		
24	\$71,695.51	34.47	\$89,619.38	43.09	\$107,543.26		
25	\$75,280.28	36.19	\$94,100.35	45.24	\$112,920.42		
26	\$79,044.30	38.00	\$98,805.37	47.50	\$118,566.45		
27	\$82,996.51	39.90	\$103,745.64	49.88	\$124,494.77		
28	\$87,146.34	41.90	\$108,932.92	52.37	\$130,719.51		
29	\$91,503.65	43.99	\$114,379.57	54.99	\$137,255.48		
30	\$96,078.84	46.19	\$120,098.55	57.74	\$144,118.26	Town Manager	4

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: March 5, 2024

RE: Priority List for Senator Berger

On February 20, Councilman Mike Greeson, Mayor Pro Tem Mike Stone, and I met with Senator Berger and Policy Advisor Robin Braswell to discuss current state-funded infrastructure projects in Oak Ridge as well as future needs. Senator Berger requested a priority list of projects that the Town would like the legislature to consider for future funding. Drawing from the discussion with Senator Berger, discussions during Council's CIP workshop, and outreach to councilmembers individually, the following list is proposed, in order of priority:

1. \$2M for a water line to complete the "Town Core loop" (NC 150 from Linville Rd. to NC 68; NC 68 from NC 150 to Linville Rd.; Linville Rd. from NC 68 to NC 150).
2. \$1M to complete Heritage Farm Park Phase 2 (tennis/pickleball courts, basketball court, additional picnic shelters).
3. Sidewalks – amount to be determined.
4. Community/Recreation Center. During the CIP Workshop Town Council added this as a project with no cost or year assigned, with an explanatory note to "explore options."

Requested Action: Approve the priority list for submittal to Senator Berger for consideration of state funding.

