

MEMORANDUM

TO: Town Council

FROM: Bill Bruce

DATE: January 3, 2021

RE: Request for additional park staff position

Please find attached to this memo a job description for a proposed part-time Parks and Recreation Night Custodian position. The Night Custodian would be responsible for evening maintenance of athletic fields, recreation facilities, enforcement of park rules, and general support of recreational programs and events. The position would be classified as the same pay grade as a Groundskeeper I, with a starting salary of \$13.00/hr.

The position would provide general evening supervision of Town park properties, including janitorial and custodial activities, and would secure and close all facilities at the end of the evening. On evenings with ORYA events, the position would complement ORYA's field marshal and would provide coverage for other areas of the park. Other groundskeeping duties will be assigned as needed.

Due to unfilled positions in the Parks and Recreation Department for several months this year, budget impacts in this fiscal year would be minimal. Staff anticipates roughly 130 hours above the surplus hours accumulated by unfilled positions to fully fund the position for the rest of FY22 (approximately \$1700).

Requested Action: Approve the creation of a part-time Parks and Recreation Night Custodian position, with pay grade equal to Groundskeeper I.

