

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

WEDNESDAY, JUNE 20, 2018, AT 12:00 PM

**CANYON VIEW COMMUNITY CENTER
471 MAIDU DRIVE, AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

1.0 CALL TO ORDER

Holbrook _____ Ferris _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the May 23, 2018 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

4.2 Amendments to Facilities & Grounds Job Descriptions

Shall the Auburn Area Recreation and Park District (ARD) amend three Facilities and Grounds job descriptions?

4.3 Approval of Legal Bills

Recommendation: Review and approve legal bills from May, 2018.

Discussion Items:

None.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

- Quote from SDRMA
- Review the District Transparency Checklist - ongoing.
- Review investment policy

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

6-15-18
Date

9:50 A.M.
Time

P. Larson
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, May 23, 2018, 12:00 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603**

1.0 CALL TO ORDER

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:06 p.m.

ROLL CALL

Directors Holbrook and Ferris were present. Director Ferris arrived at 12:37 p.m.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Holbrook.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

3.1 Discussion Item - Un-neutered Dogs at the Dog Park – Warren Telefson, a member of the Ashley Dog Park Foundation attended the Policy meeting and informed Director Holbrook that the consensus of the Dog Park Foundation was not to have a policy against un-neutered dogs at the Dog Park.

Mr. Tellefson informed Director Holbrook and District Administrator Muscott that a sign is needed at the Dog Park that reads no bicycles or skate boards are allowed in the Dog Park.

4.0 BUSINESS

4.1 Approval of Minutes from the March 21, 2018 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the March 21, 2018 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

4.2 Surplus and Disposal of Assets

Director Holbrook reviewed the information provided and recommended forwarding the amendment to the policy in regard to surplus and disposal of assets to the ARD Board for review and approval.

4.3 Approval of Legal Bills

Directors Holbrook and Ferris reviewed and approved the legal bills from March and April, 2018.

Discussion Items:

1. Art in the Parks Development - Directors Holbrook and Ferris reviewed the information provided and suggested a committee be formed consisting of members from Placer Arts Council, someone from the City of Auburn and possibly an ARD board member to develop a funding needs plan. Art in the Parks should include music and live performances. Artists could be encouraged to donate art work.
2. Adopt-A-Park Program – Directors Holbrook and Ferris reviewed the information provided. The Adopt-A-Park program could be revised if the public is interested in it. It would need to be determined by Facilities & Grounds what kind of work they would need to have done. There has not been a lot of participation in this program in the past.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS

None.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

- Obtain a quote from SDRMA.
- Review the District Transparency Checklist – ongoing.
- Review investment policy .

ADJOURNED

As there was no further business, the meeting was adjourned at 12:54 p.m.

Board Secretary

Date

Item 4.2 Cover sheet – Amendments to Facilities and Grounds Job Descriptions

Auburn Area Recreation and Park District Policy Committee meeting June, 2018

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend three Facilities and Grounds job descriptions?

Background

ARD and IUOE, Stationary Engineers Local 39 (Union) conducted a job audit of various positions at ARD. The purpose of this audit was to determine if ARD staff were doing things outside of their job description. After reviewing several positions, it was determined that three positions/job descriptions needed to be further reviewed and amended. Those proposed amendments are as follows:

Facilities Attendant/Custodian

ARD had previously reclassified all Facilities Attendants as Park Workers. This made it easier to account for the times that the Facilities Attendant worked outside of the facilities (substitute park workers) but failed to accurately describe the work that a Facilities Attendant performs on a regular basis. The position of Facilities Attendant, which was previously not a Union Position, will now be part of the Union. This will not add more employees to the Union, as all Park Workers (the current position held by these ARD staff members) are part of the Union.

- Fiscal Impact: N/A

Facilities and Grounds Sr. Park Worker/Pool Operator

In reviewing this position, it was determined that the job description being used for the employees responsible for maintaining ARD pools did not accurately describe the work being done. After much discussion, it was determined the best way to remedy this would be to add language to the Sr. Park Worker job description that better describes the requirements of an employee while working on ARD pools.

- Fiscal Impact: \$3,310 for FY 18/19. This is due to the fact that one of the current ARD staff members responsible for maintaining ARD pools must be promoted to Sr. Park Worker/Pool Operator.

Facilities Coordinator

In reviewing this position, it was determined that this position has a higher level of responsibility due to the fact that they supervise a staff of Facilities Attendants. This level of supervision includes recruiting, interviewing, training, scheduling, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, recommending salary increases and discipline. This level of supervision is not seen in any other position in the Facilities and Grounds Department except for the Supervisor and Manager. A 5% pay increase was negotiated for this position.

- Fiscal Impact: \$2,126 for FY 18/19, due to the 5% increase.

Recommendation for the Policy Committee

Review and send a positive recommendation to the Board to amend the job descriptions as presented on the attached job descriptions.

Fiscal Impact

Listed above in the Background section.

Attachments

Facility Attendant/Custodian job description with proposed changes
Sr. Park Worker/Pool Operator job description with proposed changes
Facilities Coordinator job description with proposed changes

FACILITIES ATTENDANT/CUSTODIAN

DEFINITION AND PURPOSE: Under the general direction of the Facilities and Grounds Facilities Coordinator, the Facilities Attendant/Custodian performs a variety of skilled and semi-skilled tasks in the maintenance of recreation facilities, and District buildings. The Facilities Attendant/Custodian also provides excellent customer service to residents and guests attending classes, programs, special events and visiting District facilities.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs duties in cleaning and maintaining District buildings and offices
- Performs duties in cleaning and maintaining public restrooms and recreation facilities
- Performs duties in maintaining gymnasium facilities
- Pick up and dispose of rubbish and trash in and around District facilities and buildings
- Operates and maintains a variety of custodial machines
- Maintains tools, equipment and supplies in proper condition
- Act as liaison between user groups, class attendees, instructors and the District
- Distributes equipment as needed
- Answer telephone in a helpful and courteous manner
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Activity set-up and takedown, including tables, chairs and recreational equipment
- Ensure that facility users are abiding by District policy
- Taking reports of accidents, incidents, etc. and notifying the appropriate person
- Responds quickly to all safety related issues
- Assisting with and working at Special Events

NON-ESSENTIAL JOB FUNCTIONS:

- Plants, waters, and assists in the care of the shrubs and plants
- Performs minor construction and repairs of District buildings and structures
- Performs minor electrical repairs
- Performs minor plumbing repairs
- Maintains and assists in ordering supplies for Parks and facilities, restrooms, and cleaning supplies
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common methods, equipment and tools used in park and building maintenance; basic understanding of electrical systems and components; must be able to work independently; communicate effectively both orally and in writing; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

*Facilities Attendant/Custodian - Job Description
REVISED June, 2018*

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EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Minimum one year experience with park or building maintenance desired.

LICENSES AND CERTIFICATES

First Aid and CPR certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

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Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, and operating a computer. The need to climb stairs and lift; the ability to perform physical labor, lifting and carrying heavy objects up to 100 lbs. The position requires working in both an indoor, temperature controlled building environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-time/Part-time, Union position

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Wage rate range

\$13.66 - \$18.30

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FACILITIES AND GROUNDS SENIOR PARK WORKER/POOL OPERATOR

DEFINITION AND PURPOSE: Under the general direction of a Facilities and Grounds Supervisor, the Senior Park Worker has previous experience in performing a variety of semi-skilled and non-skilled tasks in the construction, maintenance, and repair of parks, irrigation systems, recreation facilities, trees, and landscaped areas. When assigned as Pool Operator, duties apply to the operations and maintenance of the District's pools as well as construction, maintenance, and repair of parks, irrigation systems, recreation facilities, trees, and landscaped areas when assigned. The Senior Park Worker is responsible for the occasional supervision of a staff of Park Workers to assist with these duties.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs and/or assists in the construction, maintenance and repair of parks, park recreation structures and equipment
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Supervise Community Service and work release personnel
- Plants, waters, and assists in the care of the shrubs, flowers, trees, and lawns; examples include: cutting grass and weeds; raking and loading grass and brush; mowing lawns and cleaning grounds. Performs duties to include cultivating, pruning, spraying of trees, shrubs, plants and landscaped areas.
- Pick up and dispose of rubbish and trash around park and other equipment
- Prepares athletic fields, including watering, dragging and lining (grade, fill and shape)
- Cleans picnic facilities, lawns, athletic fields and other recreation areas
- Performs minor maintenance of District vehicles such as changing tires, oil and filters
- Cleans and maintains public rest rooms and recreation facilities
- Performs minor electrical repairs
- Performs minor plumbing repairs
- Operates, repairs and maintains a variety of power equipment such as tractors, lawn mowers, saws and miscellaneous hand tools
- Cleans, repairs, and maintains fences, pathways, landscaped areas, and playgrounds
- Makes and places forms; mixes, pours and finishes concrete used in park and recreation facilities
- Installs and maintains water lines and associated facilities, such as drinking fountains, irrigation and sprinkler systems; has knowledge of irrigation systems
- Purchase supplies and materials needed for proper maintenance following the District's purchasing policy
- Responds quickly to all safety related issues
- Occasional supervision of full and part-time staff including training, reviewing work, maintaining standards and coordinating activities.
- Tracking and recording credit card purchases
- Operates, inspects and maintains a variety of equipment such as mowers, trimmers, weed eaters, table saws, miscellaneous hand-tools, District vehicles and trailers. Keeps an accurate records of maintenance and safety inspections on this equipment
- Performs and assists in aerating and fertilizing all turf areas
- Assists department employees with daily timekeeping to ensure all entries are correct.

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When assigned Pool Operator duties essential job functions may include but are not limited to the following:

Senior Park Worker - Job Description
REVISED June, 2018,

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- o Performs maintenance of District swimming pools including pump maintenance, water testing and balancing in accordance with accepted state, county and industry standards
- o Keeps a daily log of pool testing and maintenance issues in accordance with accepted standards.
- o Assists with pool supply and equipment ordering
- o Communicates regularly with the Aquatics Coordinator and/or Recreation Services Manager regarding pool maintenance and related issues. May occasionally communicate with Head Lifeguard

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NON-ESSENTIAL JOB FUNCTIONS:

- Other duties as assigned
- Conducts periodic inventories of tools and equipment

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common methods, equipment and tools used in park, building, garden, tree and turf maintenance; posses knowledge and skills in small engine repairs as well as vehicle maintenance; basic understanding of electrical systems and components; experience with trailer towing; must be able to work independently; maintain records and prepare reports; communicate effectively both orally and in writing; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Minimum two years experience with park or building maintenance.

LICENSES AND CERTIFICATES

License for pesticide/herbicide spraying recommended.

First Aid, CPR, Certified Pool Operator/Aquatic Facility Operator certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift; must have the basic knowledge of auto mechanics; the ability to perform heavy physical labor, such as digging ditches, lifting and carrying heavy objects up to 100 lbs. The position requires working in

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Senior Park Worker - Job Description
REVISED June, 2018,

both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen, cleaning and pool chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-time union position.

Wage rate range

\$18.30 - 25.81

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The Auburn Area Recreation and Park District is an Equal Opportunity Employer.

Senior Park Worker - Job Description
REVISED June, 2018,

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FACILITIES COORDINATOR

DEFINITION AND PURPOSE: Under the general direction of the Facilities and Grounds Supervisor, the Facilities Coordinator performs a variety of skilled and semi-skilled tasks in the maintenance and repair of park and recreation facilities, including District buildings. The Facilities Coordinator is responsible for the supervision of a staff of Facilities Attendant/Custodians, and others to assist with these duties.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Coordinates and performs the work of facilities maintenance and repairs of District buildings
- Maintains and orders supplies for parks and facilities, restrooms, and cleaning supplies
- Supervises full and part-time staff including recruiting, interviewing, training, scheduling, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, recommending salary increases and discipline.
- Evaluates the performance of staff using standard District forms and processes. Shares this evaluation with the Supervisor and District Administrator for final approval.
- Provides for the needs of the user/renter of the facility, set-up, take down and other services
- Acts as a liaison between the Facilities and Grounds Department and the Customer Service and Recreation Departments
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Monitors user groups to ensure participants are abiding by the District Policy.
- Performs minor construction and repairs of District buildings and structures
- Performs minor plumbing repairs.
- Operates and maintains a variety of custodial machines
- Maintains tools, equipment, and supplies in proper condition
- Performs minor electrical repairs
- Ensures accurate Time Clock records on Facilities personnel
- Assists Department Manager in reviewing all credit card transactions
- Responds quickly to all safety related issues
- May be on-call in an emergency situation evenings and weekends

NON-ESSENTIAL JOB FUNCTIONS:

- Waters and assists in the care of the shrubs and plants in and around District buildings
- Assists with the completion of new-hire paperwork
- May assist with other infrastructure needs, including swimming pool maintenance, irrigation and general park maintenance

Facilities Coordinator - Job Description
REVISED June, 2018

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- Other duties as assigned

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common methods, equipment and tools used in park and building maintenance; basic understanding of electrical systems and components; must be able to work independently; maintain records and prepare reports; communicate effectively both orally and in writing; analyze and resolve unusual situations through application of District policy; basic understanding of employment and human resources practices; supervisory and team-building skills; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

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EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Minimum two years experience with park or building maintenance.

LICENSES AND CERTIFICATES

First Aid and CPR certifications are strongly recommended.

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Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

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Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 100 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

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Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-time union position.

Wage rate range

~~\$18.30 - \$25.81~~
\$19.22 - \$27.10

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Facilities Coordinator - Job Description
REVISED ~~June~~, 2018

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