City of Burlington
Vermont

.Human Resources Department

City of Burlington
179 South Winooski Ave, Burlington, Vermont 05401
Voice (802) 865-7145
Fax (802) 864-1777

October 03, 2012

TO: Board of Finance

From: Stephanie Hanker, HR Generalist
Susan Leonard, Human Resources Director

Re: Recommendation – Creation of a Regular Full Time Waterfront Operations Specialist

---

The Department of Human Resources respectfully requests and recommends the creation of the Department of Parks and Recreation's position of Waterfront Operations Specialist.

Mrs. Steinbach has determined this position is an integral part of the organizational structure for the Department, specifically to Waterfront operations. This position was graded using the Willis Classification structure, and the salary was appropriately scored as a nonexempt Grade 15 (FY13 Salary Range - $41132.52 - $48964.23). The Department included this position as part of their FY13 budget within their personnel listing. At that time, the salary presented was the FY12 salary rate, as the COLA had not been determined at that time.

If approved, this proposed change will be effective following City Council approval.

Thank You for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status, or disability.
The City is also committed to providing proper access to service, facilities, and employment opportunities. For accessibility information or

COMMISSION

JOHN BOSSANGE
JOHN EWING
CAROLYN HANSON, CHAIR
NANCY KAPLAN
CHRIS PEARSON

CITY OF BURLINGTON
DEPARTMENT OF PARKS AND RECREATION
645 PINE STREET, SUITE B, BURLINGTON, VT 05401
(802) 864-0123 (802) 862-8027 (FAX)

DIRECTOR

Jesse Bridges, MPA

MEMO

TO: Board of Finance
FROM: Jesse Bridges, Director
DATE: October 23, 2012
RE: Request for Waterfront Operations Specialist

Please accept this request for creation and related funding of a full-time position of Waterfront Operations Specialist in the Parks & Recreation Department, as approved through the FY13 budget process. The Job Description is attached. The position is classified as a regular FT AFSCME Grade 15.

The department has operated, in effect, with this position for more than 13 years, except that the function has been a non-classified long-term seasonal position. In many cases, the employee filling that seasonal position has remained on staff throughout the year, providing marina and harbor support, among fulfilling other duties within the department.

The department's growth in resources related to the City's waterfront has been noticeable and well-documented through the years. Even over the past three years, the roles and responsibilities of waterfront staff have been refined and continue to improve in professional integrity. For example, the Waterfront Coordinator position has been re-created, tested, and affirmed as it manages parts of the whole of the entire waterfront, including summer daily operations to 15 park areas and daily gate operations. Waterfront staff has accepted greater direct responsibilities for financial accounting and software management, contributing to sizeable process improvements, oversight, and accountability. As responsibilities of staff and operations grow, so too does the need to shift internal resources to provide greater support services and consistency in all seasons to continue to expand the professionalism, accountability, quality assurance and services assigned through the waterfront. Using mostly existing resources already assigned in part-time, seasonal staffing to expand the position to full-time provides lasting benefits and sustainability to all operations.

The annual base pay of the Waterfront Operations Specialist position is to be $41,132.52. As an AFSCME position, extra funding is required to cover the expense of necessary line items, such as Clothing, OT and shift differential. The total cost for the position is expected to be $48,500. The FY13 budget approved provided for this position is $39,973, leaving an $8,527 funding discrepancy. With approval, this funding gap would be satisfied by applying projected additional marina revenues generated this forthcoming summer: notably, from transient slips and the mooring operations. Those equate to

$10,000 over the original budgeted revenues. Therefore, if necessary, we are also requesting a budget amendment of this amount ($10,000) to cover the additional personnel costs.

Thank you for your consideration of this request. Erin Moreau, Waterfront Coordinator, will be carrying this item forward and will welcome any questions / discussion you have.

City of Burlington
Job Description

Position Title: Waterfront Operations Specialist

Department: Parks and Recreation

Reports to: Waterfront Coordinator

Pay Grade: 15 **Classification: Regular FT**

Exempt/Non-Exempt: **Union: AFSCME**

General Purpose:
This position is responsible for assisting in the coordination of the operation and daily maintenance of the Burlington Community Boathouse, Perkins Pier, Gate Operations, Burlington Harbor, Waterfront Park, Skate Park, Oakledge Park and supports daily operations within other parks and facilities as necessary.

Essential Job Functions:

- Ensure proper handling of daily cash receipts/deposits for seasonal and transient slip rentals and parking receipts. Supervise the daily point of sale transactions of dockmasters and inland seasonal supervisors.
- Provide daily, weekly, monthly, quarterly and annual reports to the Waterfront Coordinator on marina, park and gate operations.
- Assist in the operations of the Burlington Harbor, including but not limited to, inspection and light maintenance of docks, buoys, and moorings using department vessels. Schedule and effect daily arrival and departure of transient and seasonal boaters.
- Evaluate, interview and hire seasonal staff for waterfront operations.
- Assist in the scheduling of seasonal staff to cover all shifts and special events.
- Develop training materials and schedules for approval by the Waterfront Coordinator. Implement training and supervise seasonal staff for waterfront operations, including the use of the harbormaster boat, point of sale computer systems, MSDS, golf cart tractors, hand tools, materials etc.
- Troubleshoot issues and scheduling complications of seasonal staff.
- Supervise proper collection and disposal of solid waste, recyclables and compostable materials from park facilities.
- Schedule and aid in the collection of water samples at municipal beaches to ensure safety of users. Report findings to other staff members, as well as log and maintain records.
- Conduct daily on-site inspections to ensure the cleanliness, operability and safety of parks and facilities.
- Aid the Waterfront Coordinator and Event Coordinator with special event set-up and breakdown, and schedule adequate seasonal staff when necessary.
- Assist in the setup and breakdown of facilities at the beginning and end of the season.

DRAFT

- Aid in the management of seasonal boat slip and mooring waitlists. Regularly maintain and update the waitlist through annual renewal notification.
- Evaluate, determine and execute proper slip changes for seasonal boaters.
- Aid in the development and implementation of boater community events.
- Maintain working records related to Federal, State and local laws, regulations, guidelines and safety standards.
- Serve as software support for financial accounting, social media and software related to facility management.
- Respond to public inquiries regarding facility and park uses and convey and enforce park rules, etc.
- Other duties as required.

Qualifications/Basic Job Requirements:

- Associates degree in Business Management, Sport Management or Recreation Management, or similar degree with 1-3 years in comparable experience or the equivalent combination of education and experience.
- Experience working effectively with the public.
- Ability to act as an ambassador of the Burlington Waterfront area to ensure the safety and enjoyment of all users in line with the Department's goals and objectives.
- Ability to obtain and maintain a valid Vermont driver's license and boating license required.
- Ability to operate on a highly proficient level in a Windows based operating system using word-processing, spreadsheets and database software required.
- Ability to manage multiple tasks in a fast paced, high stress environment in a professional manner.
- Ability to communicate effectively and professionally both orally and in writing.
- Ability to provide professional and courteous customer service.
- Ability to work in and around water required.
- Ability to operate and monitor 2-way radio.
- Ability to manage ever-changing situations quickly and reasonably required.
- Ability to routinely work nights, weekends and holidays

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
_x_ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
  _x_ dexterity
  _x_ hand
  _x_ finger

_x_ ability to move distances within and between warehouses/offices
_x_ climbing
_x_ ability to mount and dismount forklift/truck
_x_ pushing/pulling

_x_ lifting (specify) _100_ pounds
_x_ carrying (specify) _100_ pounds
_x_ driving (local/over the road)

__ reading - basic
_x_ reading - complex
__ writing - basic
_x_ writing - complex
__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

__ math skills - basic
_x_ math skills - complex
_x_ clerical

_x_ outside
_x_ extreme heat
_x_ extreme cold
_x_ noise
_x_ mechanical equipment
_x_ electrical equipment

_x_ analysis/comprehension
_x_ judgment/decision making

_x_ pressurized equipment
_x_ moving objects
_x_ high places
_x_ fumes/odors
_x_ hazardous materials
_x_ dirt/dust

Supervision:

Directly Supervises: __31 Seasonal___ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(August 24, 2012)

JOB EVALUATION WORKSHEET

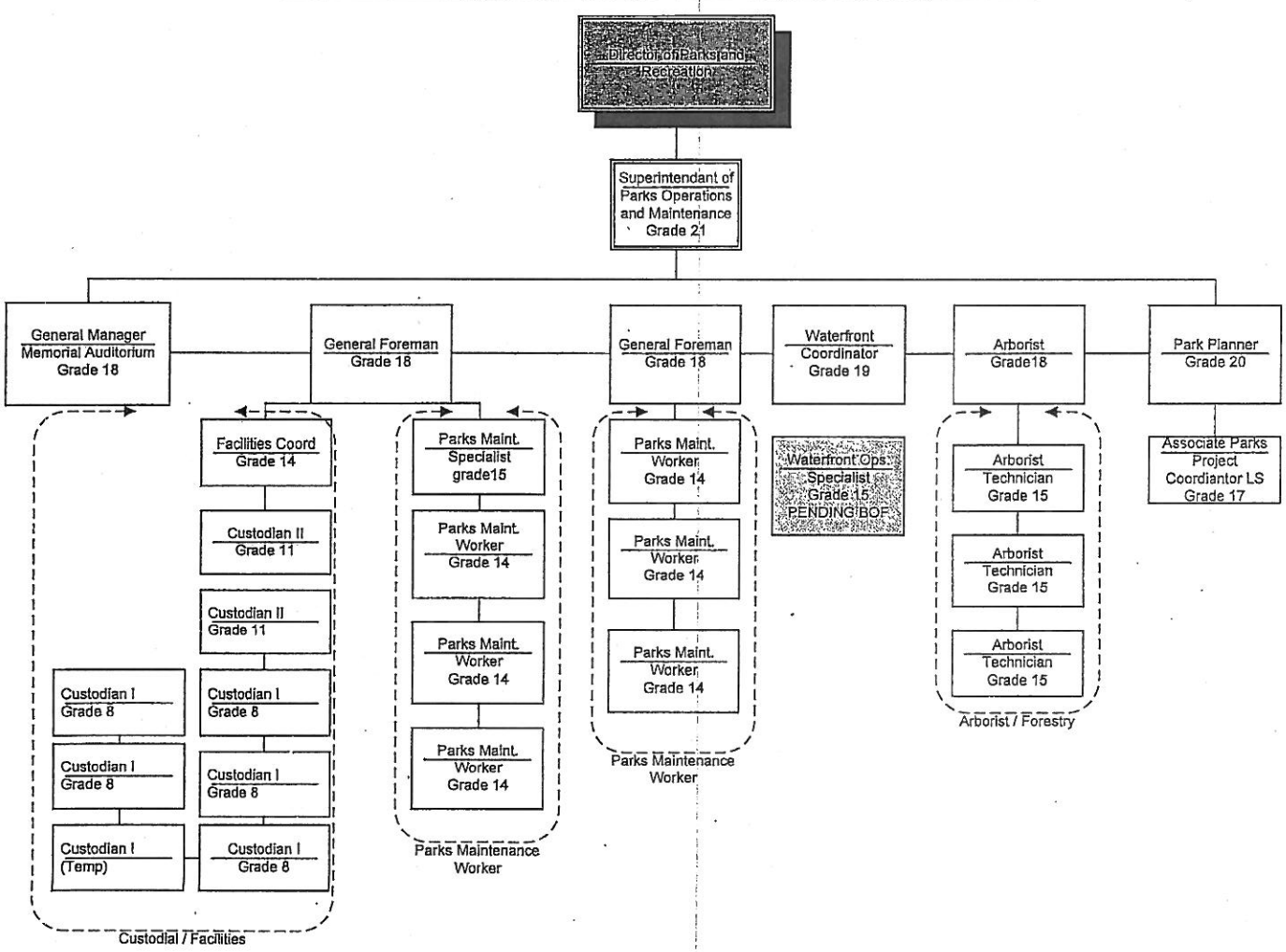
Waterfront Operations Specialist - P&R

Job Title

S. Hanker

Evaluator

Knowledge & Skills	Mental Demands	Accountability	Working Conditions	Total Points	Shape
D1X	D3I	C1S	S2B	245	*15*
140	46	46	13		

Updated 07/2012

Parks and Recreation – Parks Division