



MEMO

Date: July 10, 2013
To: City Council
From: Jesse Bridges, Director Parks and Recreation
Re: Request for Maintenance Specialist (Bike Path)

Please accept this request for creation and related funding of a full-time position of Maintenance Specialist in the Parks & Recreation Department. The Job Description is attached. The position is classified as a Limited Service FT Grade 15.

This position will be funded in full through the newly created Bike Path Maintenance and Improvement fund. This ½ cent dedicated tax was passed by the voters of Burlington in November 2012. As a voter approved ballot measure the people of Burlington have signaled an importance to maintaining and improving the Burlington Bike Path. In our conversations with citizens and through the early stages of our Parks Master Planning efforts the issues of connectivity and maintenance of the entire City trail system are clearly identified as priorities. To do this work additional staff and specialized training is needed.

In addition to the 7.5 mile bike path our City has over 15 miles of accessory trail network through Burlington's public lands. Under the supervision of the Grounds General Foreman, the position's primary responsibilities include assistance in providing basic grounds maintenance functions to the trails including responding to requests for service; performing and coordinating trash removal; supporting special and regular events; supervising seasonal employees and volunteers; developing, processing and completing daily, monthly and annual work plans; managing a budget and maintenance supply inventories; maintenance of amenities such as signage, benches, trash receptacles, bike racks, lighting, etc.; and various miscellaneous duties as assigned.

This position has been classified as limited service. The reasoning behind this classification is that this is a new fund and we want to make sure the position is developed correctly. Additionally we expect major improvements and changes to the bike path in the coming years. This position will be a key component in that change, a limited service position allows us to improve maintenance immediately while evaluating and developing our needs going forward.