



HUMAN RESOURCES DEPARTMENT
City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
TTY (802) 865-7142

To: Board of Finance

From: Susan Leonard, Human Resources Director

A handwritten signature in cursive script that reads "Susan Leonard".

Date: July 8, 2010

Re: Recommendation – Creation of One Limited Service position for Burlington Parks and Recreation

I recommend approval for Burlington Parks and Recreation to create the following Limited Service position: Waterfront Coordinator.

As Ms. Steinbach indicated in her memo to the Board, this position is currently budgeted under seasonal/temporary employees. Parks and Recreation has determined that this position is an integral part of the interim organizational structure and imperative to maintain a level of service to the Community. This position was appropriately classified using the Willis position evaluation system (please see attached Willis tables).

If approved, the position will be posted 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 services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



COMMISSION

STEPHEN ALLEN, CHAIR
JOHN EWING
DAVID HARTNETT
CAROLYN HANSON
CHRIS PEARSON

DIRECTOR

MARI STEINBACH,
CPRP, MPA

CITY OF BURLINGTON
DEPARTMENT OF PARKS AND RECREATION
645 PINE STREET, SUITE B, BURLINGTON, VT 05401
(802) 864-0123 (802)863-0450 (TTY) (802) 862-8027 (FAX)

MEMO

TO: Board of Finance
FROM: Mari Steinbach, Director
DATE: June 28, 2010
RE: Request for Limited Service Position, Waterfront Coordinator

Please accept this request for creation and funding of a Limited Service Position of Waterfront Coordinator for the Parks & Recreation Department. The Job Description is attached. The Department has been without the services of a full time manager or coordinator of waterfront operations since June 2008, yet funding for the position has been retained in the Department's budget. During the past two years, the Department has operated with a seasonal Interim Manager, paying an hourly rate of \$22. June 2008 through November 2008 the position was used and paid only seasonally. Creation of this position allows for the elimination of this seasonal Interim Waterfront Manager, currently budgeted. It is my intent to return personnel levels to that of previous years to include the full-time presence.

The salary of this position has been graded through Human Resources, using the Willis salary guide, to be a grade 19, \$50,059.66 per year.

The workload to successfully coordinate the waterfront, marina, and harbor operations necessitates a full time commitment by the Department, particularly as the Department continues to improve its service levels. Over the past nine months I have worked closely with the existing Interim Waterfront Manager in developing a year-round work plan, and we made limited progress on implementing it over this past winter. Filling the Limited Service position ensures that better progress can be made on these items while improving other facets of the operations.

I seek a Limited Service position rather than a permanent position so that I can continue to evaluate all operations, leading toward recommending and implementing a final reorganizational structure for the Department. The term of this position is to be for one year only, enough time to develop the full reorganization plan.

Thank you for your consideration of this request.

City of Burlington Job Description

Position Title: Waterfront Coordinator

Department: Parks and Recreation

Reports to: Superintendent of Parks Operations and Maintenance

Pay Grade: 19

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose:

This position is responsible for the overall operations and daily maintenance of the Burlington Community Boathouse, Perkins Pier, Burlington Harbor, Waterfront Park, Waterfront Information Building, Waterfront Parking Gates, Skate Park, Roundhouse Point, Oakledge Park, the Fishing Pier, the Urban Reserve. This position also supports operations within other parks and facilities throughout the City.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The related job requirements and physical, mental and reasoning requirements outlined in the next two sections state the underlying requirements that an employee must meet in order to perform these essential functions. The three sections together describe the essential functions of this position)

- Recruit, supervise, schedule, train and evaluate all seasonal, limited service and volunteer personnel in order to cover all shifts and special events in accordance with union contract, personnel policy, and operating procedures of the Department.
- Train and supervise staff in the operation of all equipment, apparatus and technology applications necessary for effective land and waterside operations.
- Develop and implement work plans for operations, maintenance, programs, special projects and events.
- Ensure the cleanliness and safety of parks and facilities.
- Manage the Burlington Harbor, including acting as "Harbormaster", to include assuring safe passage and docking of boats and adherence to waterway rules and regulations using the powers of "special police".
- Manage Oakledge Park, including but not limited to, partial landscaping, preventative maintenance to shelters, shelter rentals, equipment rentals and ensuring cleanliness and safety of facilities and grounds.
- Prepare and administer contracts and agreements in coordination with local, state and federal level agencies, as well as with outside organizations and businesses.
- Establish and implement the seasonal schedule for all marina operations.
- Act as site-manager for large-scale special events at the waterfront, including but not

limited to, set-up, breakdown, crowd and traffic management, etc.

- Respond to public inquiries regarding facility and park uses, resolve conflicts that arise between users with competing interest or needs, convey and enforce park rules, etc.
- Ensure proper handling of cash receipts/deposits for, seasonal and transient slip rentals, POS services and parking receipts.
- Prepare and implement marketing strategies to enhance the Department's special facilities use and increase revenue base.
- Perform various budget tasks, including but not limited to, recommending annual budget appropriations, effecting expenditure control, forecasting revenue, recommending and implementing fee increases, preparing and monitoring reports, soliciting quotes for operating and capital improvements, pricing parts and supplies,
- Compile and evaluate information on participation, attendance, trends, efficiency and effectiveness of programs and park facilities and spaces.
- Participate in the development of goals and objectives of the Parks and Recreation Department.
- Other duties as required.

Qualifications/Basic Job Requirements:

- B.S degree in Recreation Management, Business Management, or closely related field and three years of experience in the operation of recreation and park facilities, with at least two years in a supervisory capacity required. .
- Knowledge of and experience in marina operations.
- Ability to act as an ambassador to all users of the Burlington Waterfront area to ensure safety, enjoyment, and to put forth the vision of the City and the Department, and to direct and motivate subordinate staff to do the same.
- Ability to obtain and maintain a valid Vermont driver's license
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, database, publishing and presentation software.
- Ability to manage multiple tasks in a fast paced, high stress environment in a professional manner.
- Ability to work in and around water.
- Ability to operate and monitor 2-way radio and other communication devises typically used in a marine and park environment.
- Ability to communicate effectively both orally and in writing.
- Ability to provide professional and courteous customer service.
- Ability to routinely work nights, weekends and holidays.
- Ability to be on call 24 hours a day, seven days a week.
- Ability to manage ever-changing situations quickly and reasonably

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.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify) |
| <input checked="" type="checkbox"/> color perception
(red, green, amber) | within and between
warehouses/offices | <input type="checkbox"/> 100 pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> clear speech | <input checked="" type="checkbox"/> ability to mount and
dismount forklift/truck | <input checked="" type="checkbox"/> 100 pounds |
| <input checked="" type="checkbox"/> touching | <input checked="" type="checkbox"/> pushing/pulling | <input checked="" type="checkbox"/> driving (local/over
the road) |
| <input type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision
making |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input checked="" type="checkbox"/> outside | <input checked="" type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input checked="" type="checkbox"/> extreme heat | <input checked="" type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input checked="" type="checkbox"/> extreme cold | <input checked="" type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input checked="" type="checkbox"/> noise | <input checked="" type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input checked="" type="checkbox"/> mechanical equipment | <input checked="" type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input checked="" type="checkbox"/> electrical equipment | <input checked="" type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: 8

Indirectly Supervises: 29

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: _____

Willis Classification Table

The following is a summary of the various evaluations according to the Willis classification system

Waterfront Coordinator Department of Parks and Recreation
--

--	--	--

Classification	July 2010 Classification Grade 19
----------------	--------------------------------------

Knowledge & Skills	E2N	212
-----------------------	-----	-----

Mental Demands	E3I	70
-------------------	-----	----

Accountability	E2S	106
----------------	-----	-----

Working Conditions	S2B	11
-----------------------	-----	----

Total Points		399
---------------------	--	------------

