



COMMISSION

STEPHEN ALLEN
JOHN EWING
DAVID HARTNETT, CHAIR
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: April 28, 2011
RE: Offer of Hire – Parks Operations & Maintenance Superintendent

The Department of Parks and Recreation has, since January 26, been in recruitment for the position of Parks Operations & Maintenance Superintendent. This position has been vacant for more than three (3) years. During the first round of a two-week open recruitment, six (6) qualified candidates were sent to the Department for consideration. After initial review, I reopened the position for another three weeks, in March. We received another three (3) applicants qualified for the position from HR.

An extensive screening and interviewing process was conducted that involved a great cross-representation of the department and community. Five (5) candidates were interviewed on April 15. Two candidates chose not to participate further in the process, for financial reasons, reducing our pool to three. The final two candidates of choice were given serious consideration for another week during which I conducted reference checks and spoke further with the candidates.

Both of the finalists currently reside out of state and would have significant moving expenses and would take a reduction in pay from their previous positions to accept this Parks Superintendent position. I want now to extend an offer to the finalist, Deryk Roach, who resides in and works for the City of Springfield, Massachusetts. Deryk meets the minimum qualifications for the position, and exceeds them. Applying the standard formula, Deryk would qualify for Step 2 within the Grade 21 classification, as he has 8 years of qualified experience. However, noting what I already have about Burlington's pay scale relative to Deryk's existing situation, I believe that we need to offer Deryk the most that we are able to nearly match his current salary. Step 7 would place him within \$100 of that salary.

There are several reasons that Deryk rose to the top of the candidate pool, and I believe that he is qualified to earn the Step 7 classification. In detailing all of the immediate responsibilities and tasks for this position, which the department is greatly in need of, Deryk brings direct experience in already having accomplished through his previous work experience - with stellar results. I have confirmed that

Board of Finance
Parks & Recreation – Parks Superintendent hire
April 28, 2011
Page 2 of 2

with his references and work associates. I have further confirmed that detail with Deryk, and he is keenly aware of many of our department's needs, already. I can provide you with those details, as that may be helpful to you in helping to assess the need to place Deryk within this Step 7 classification. I am so confident in Deryk's abilities to perform to this level that I am willing to place additional metrics on his performance that can be used in his review process. Deryk is in agreement of this. I am hopeful that the Board of Finance will approve of this placement, so that I can hire Deryk immediately. He is available to start work as of May 27, and the Department has many needs to be filled as we embark on another exciting and busy summer.

Thank you for your consideration. I'll be pleased to address any concerns and questions you have.



HUMAN RESOURCES DEPARTMENT

City of Burlington
131 Church Street, Burlington, VT 05401

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

Superintendent of Park Operations and Maintenance Parks and Recreation Department

POSTING DATE: January 26, 2011

RATE OF PAY: \$1129.83/weekly

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: February 11, 2011

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 21

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for assuring the safe, effective and efficient maintenance and operation of the City's park properties and facilities. Manages public use of facilities to maximize recreation experiences and minimize impact upon the resources.

Essential Job Functions:

- Schedule, assign, coordinate and prioritize the work of first line supervisors working directly with the maintenance and operations staff.
- Collect and analyze data on progress and problems in the field and make necessary adjustments in policy, procedures, labor, equipment materials, schedules and budget.
- Prepare a variety of budget and program reports as required; including budget reports and projections for Department Head and Commissioners.
- Prepare and manage annual budget for park operations and maintenance functions.
- Initiate all personnel actions including hiring, performance appraisal and employee development, discipline and promotion, training and termination,
- Respond to request for information, complaints, and suggestions from the public, administration, external organizations, and elected officials.
- Manage a variety of concessionaire and service contracts. Prepare Requests for Proposals (RFP), evaluation systems, negotiate and formalize contracts, as well as provide on-going monitoring to ensure compliance with contract specifications and Department objectives.
- Formulate policies and procedures related to park operations, such as rules, regulations, ordinances, special uses and admissions.
- Schedule and manage park facility uses in compliance with established policies.
- Develop, implement, review routine and preventative and lifecycle maintenance programs for park facilities and amenities.
- Develop and implement a replacement program for park equipment vehicles.
- Assist in managing capital assets and special revenue funds.
- Other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's of Science Degree in Parks & Recreation, Forestry, Landscape Architecture, or related field required.
- Minimum of 6 years progressively responsible supervisory experience in municipal parks and recreation services.
- Demonstrated knowledge of park operations, including supervisory, business, and public relations practices.
- Ability to mediate conflicts.
- Demonstrated knowledge of turf management, construction trades, and the procedures, practices, materials and equipment associated with these areas.
- Ability to estimate maintenance projects, monitor progress and make required adjustments.
- Knowledge and skills in budgetary systems and procedures and fiscal accountability.
- Ability to research, collect one analyzes data, plan, formulate and review policies and procedures relative to maintenance and operation programs, and to arrange resources to assure the accomplishment of objectives.
- Ability to effectively communicate on complex issues, orally and in writing.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume February 11, 2011 to: Human Resources Department, 131 Church Street, Floor 2, Burlington, Vermont 05401.

Available in alternative formats for persons with disabilities. For disability access information, or to request an application

Deryk Roach

186 Dwight Road
Springfield, MA 01108
treemoss24@hotmail.com
774-270-1515

EMPLOYMENT

City of Springfield, MA, Department of Parks, Buildings and Recreation 2007 - Present
Title: Assistant Director of Open Space and Park Maintenance

Responsibilities: All park and open space maintenance operations for 2500 acres of dedicated park properties; 180 green traffic islands and terraces; 2 municipal golf courses and 80 park buildings. The management of 80 full time personnel and 200 seasonal positions; small projects or capital projects up to \$100,000; management of the City's contracts and work order system for parks and public buildings; coordination of public meetings, planning initiatives and seasonal activities such as recreational programming; ball field maintenance; athletic field renovations; fleet and equipment management of 100 vehicles and equipment; trail and bikeway maintenance; field scheduling and various other administrative functions required to manage open space for Springfield, population 150,000.

City of Springfield, MA, Department of Parks, Buildings and Recreation 2004 - 2007
Title: Senior Park Planner/Contracts Administrator

Responsibilities: Preparing, planning and project management for federal and state grant programs totaling over \$2M annually. Coordination of park and open space master plans and coordination of all environmental issues includes management of DEP projects and communications; contract and specification development for park, school building authority, and facilities projects; and direct oversight of a crew to reduce blight on City property and Housing Court orders in the City including emergency board and secures. Supervision of ten employees and coordination of all county blight orders and remediation in Springfield including illegal dumping and enforcement of related City ordinances.

US Army Corps of Engineers, Huntington, MA; Thompson, CT 2001 - 2004
Title: SCEP (Student Career Experience Program) Internship

Responsibilities: Full and Part Time work responsible for flood control functions, forest management, trail management, invasive species treatment program, ranger and interpretive seminars.

EDUCATION

University of Massachusetts, Stockbridge School of Agriculture 2000 - 2004
School of Natural Resources and Conservation

Amherst, MA 01002

Degree: A.S. Arboriculture and Park Management, B.S. Urban Forestry

GPA: 3.2, cum laude

CONTINUING EDUCATION, MEMBERSHIPS AND AWARDS

Minuteman Award 2002;

National Recreation and Park Association Member 2009 - Present;

City Parks Alliance Member since 2008,

Keep America Beautiful/Keep Springfield Beautiful 2005 – Present;

NRPA Certification Pending (Test Date 2011);

SMART Training Certification;

LEAN Task Force Member, City of Springfield, Accounts Payable and Work Order Maintenance

PROFESSIONAL REFERENCES:

- Mr. Patrick J. Sullivan, Executive Director of the Department of Parks, Buildings and Recreation Management, City of Springfield, Massachusetts; 413-787-6444 or 413-787-7770, psullivan@springfieldcityhall.com
- Dr. David Bloniarz, Regional Research Coordinator, USDA Forest Service, Holdsworth Hall, Amherst, Massachusetts; 413-545-3755, dbloniarz@fs.fed.us 413-537-3748
- Mr. Ed Casey, City Forester, City of Springfield, 200 Trafton Road, Springfield, MA 01108, 413-787-7787, ecasey@springfieldcityhall.com 413 519-5958
- Dr. H.P. Dennis Ryan III, University of Massachusetts, School of Natural Resources and Conservation, Department Head, Amherst, MA 01102 dr@eco.umass.edu 413 545 6626