

***City of Falcon Heights***  
**Special Meeting of the City Council**  
**City Hall**  
**2077 W. Larpenteur Avenue**

**September 18, 1996**

**A G E N D A**

- A. CALL TO ORDER: 6 p.m.
- B. ATTENDANCE: GEHRZ \_\_\_ GIBSON TALBOT \_\_\_ HUSTAD \_\_\_  
JACOBS \_\_\_ KUETTEL \_\_\_ HOYT \_\_\_ ASLESON \_\_\_ ATTORNEY \_\_\_  
ENGINEER \_\_\_
- C. CONSENT AGENDA:
  - 1. Request to fill the position of parks and public works superintendent
- D. POLICY AGENDA:
  - 1. Selection of materials on the Larpenteur Avenue median
  - 2. Update on Recycling Contract Renewal
- E. INFORMATION AND ANNOUNCEMENTS
- F. ADJOURN

CONSENT

Date: 9/18/96

Item: 1

ITEM: Request to fill the position of parks and public works superintendent

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Carla Aselson, Administrative Assistant/Planner  
Carol Kriegler, Director of Parks, Recreation, Public Facilities

EXPLANATION/DESCRIPTION:

The position of parks and public works superintendent is currently open. This is an important position to fill for the city. The job description and compensation range will be distributed to you prior to Wednesday's meeting for your review. Little change is anticipated in the position.

The staff initially plans to advertise in the LMC Bulletin, through other local units of government and public institutions and the Star and Tribune.

ACTION REQUESTED:

- Authorize staff to advertise, interview and recommend a person for the position of parks and public works superintendent. The council has final approval of all permanent positions.

### ADDITIONAL INFORMATION

Item: Request to fill the position of Parks/Public Works Superintendent

Submitted By: Susan Hoyt, City Administrator

Reviewed By: Carla Asleson, Administrative Assistant/Planner

Attached is a draft copy of the job description for the Parks/Public Works Superintendent. The description still needs to be reviewed by the Director of Parks, Recreation, and Public Facilities and by the City Attorney; however, few major changes are expected.

The salary range for this position is as follows:

Step 1: \$15.71/hour (\$32,676/year)  
Step 2: \$16.65/hour (\$34,632/year) - after 6 months satisfactory performance  
Step 3: \$17.49/hour (\$36,379/year) - after 18 months satisfactory performance

The city's compensation policy allows the city council to authorize starting an employee at a salary not to exceed step 3 if the applicant has above average qualifications. If an employee starts at a salary above step 1, they would be eligible only for those step increments above their salary. For example, an employee with a starting salary of \$16.65/hour would not receive another increase until step 3 (18 months into the job.)

Staff recommends that the Superintendent position be advertised with a starting salary of \$15.71/hour to \$17.49/hour depending upon qualifications. The salary range is consistent with positions that have comparable duties in other small, metro area cities.

Staff anticipates advertising first through cities, the League of Minnesota Cities bulletin, and through the technical colleges and universities. It's anticipated that these sources will yield applicants with the background and experience necessary for the position. If these sources fail to produce a sufficient number of qualified applicants, an ad can be placed in the two metro newspapers. This process will take between six and eight weeks to complete.

CITY OF FALCON HEIGHTS  
POSITION DESCRIPTION

POSITION IDENTIFICATION

TITLE: Parks and Public Works Superintendent  
DEPARTMENTS: Parks and Public Works

POSITION SUMMARY

Serves as a working supervisor providing direction to parks/public works maintenance employees. Under limited supervision, directs and executes maintenance in the city's parks, rights of way, streets, and sewer systems, by using an established maintenance routine and by anticipating, evaluating, and programming needs as they arise. Responsible for the supervision of maintenance staff of one regular employee and a variable number of temporary employees. Reports to the Director of Parks, Recreation, and Public Facilities.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the maintenance of the city's parks and public areas, including rink flooding, mowing, field/court maintenance, shelter building maintenance, watering, tree and shrub planting and maintenance, ice rink and play equipment area maintenance and ice rink flooding. Inspects all components of the park system to determine maintenance and repair needs. Directs and assists in the removal of snow from driveways, parking areas, pathways, and fire hydrants using light equipment.
2. Schedules, directs and performs routine maintenance on city streets, including minor repairs to street surfaces; installation and removal of street signs, fences, and markers; removes downed branches and other debris from street. Operates small engine and light equipment including the driving of trucks and tractors.
3. Schedules, directs and assists with maintaining sanitary sewers, including flushing and cleaning, responding to calls about sewer problems; inspecting and cleaning catch basins and ponding areas; maintaining manholes in proper condition using a jet rodder. Responsible for the operation and maintenance of lift station pumps, and maintenance of service lines.
4. Supervises all maintenance personnel to ensure that maintenance activities are effectively performed. Responsible for prioritizing, assigning, directing, and inspecting the work of subordinates. Maintains accurate records of activities undertaken, work accomplished, equipment and materials used, problems encountered, and inspections conducted. Evaluates subordinates and keeps accurate records regarding staff performance.

5. Oversees routine maintenance on automotive equipment, including cars, trucks, and tractors, troubleshooting for mechanical problems and coordinating required major repair work.
6. Assists city inspectors in ensuring compliance with permit, licensing, and inspection requirements. In the absence of the building inspector, inspect roofing, siding, driveway, and sewer connection/repair permits.
7. Orders supplies as needed for maintenance of parks, public works, and public facilities and obtains price quotations and/or bids when required. Monitors expenditures for conformance with the city budget.
8. Assists supervisor in establishing annual budget for operating and capital equipment purchases.
9. Coordinate activities with the city's contracted parks/public works service providers, including snowplowing and streetsweeping contractors.
10. Maintain operating procedures consistent with OSHA laws and regulations and implement measures necessary to minimize accident potential.
11. Other duties as assigned or apparent.

B. DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of streets, parks, and sewer maintenance practices and procedures.
2. Skill in building repair and maintenance and in the care and operation of hand and power tools.
3. Skill in providing basic preventative maintenance and making repairs on equipment used in this position.
4. Ability to operate, in an efficient and safe manner, all equipment and vehicles required for this position.
5. Ability to understand and follow oral and written instructions.
6. Ability to communicate clearly and concisely in English, both orally and in writing.
7. Ability to direct, supervise, and train others.
8. Ability to evaluate the efficiency and economy of on-going maintenance operations and select the most appropriate technique for delivering services.

9. Knowledge of OSHA safety standards, requirements, and procedures for the proper use of equipment.
10. Ability to read and understand building plans, utility plans, site plans, and plat maps.
11. Ability to plan purchases of equipment, materials and supplies and to make or authorize day to day purchases.
12. Ability to develop and maintain a positive and effective working relationship with city personnel, outside agencies, and the public.

C. WORK SCHEDULE

This is a full-time, non-exempt position. The employee will be scheduled at least 40 hours each week, ordinarily Monday through Friday, 7:00 a.m. to 3:30 p.m. The employee is expected to respond to emergency call-outs and to work occasional evening and weekend hours as scheduled by the employee's supervisor. To the extent possible, the employee's schedule will be arranged with the supervisor in advance.

D. WORKING CONDITIONS

Daily exposure to weather conditions and temperature extremes. Daily exposure to noise, irritants, and fumes.

E. MINIMUM QUALIFICATIONS

1. High school diploma or GED.
2. Two years of employment experience in the operation and maintenance of trucks and light equipment.
3. Two years of employment experience in the general maintenance of sewer, street, or park facilities.
4. Valid Minnesota Class C driver's license or ability to obtain said license within 30 days of employment.
5. Possession of a Wastewater Collection Systems Operator license.
6. Basic knowledge in the operation of a personal computer.

F. DESIRABLE QUALIFICATIONS

1. Two or more years of employment experience in the supervision and training of maintenance employees.
2. Two or more years of employment experience in a maintenance field (parks, streets, sewers) within a public sector or institutional/campus setting.
3. Three or more years of employment experience in the general maintenance of sanitary sewer systems.
4. Three or more years of employment experience in the general maintenance of streets, boulevards and/or sidewalks.
5. Experience in the use of Microsoft Access or other computer database system to input and track maintenance activities.
6. Public Works Certificate issued by the American Public Works Association.

This job description is not a contract between the city and the employee. The work examples are intended as illustrations of various types of work performed and are not necessarily all-inclusive. This job description is subject to change as the needs of the employer and the requirements of the job change. It supersedes all previous job descriptions written for this position.

Dated: September 9, 1996

POLICY  
Date: 9/18/96  
Item: 1

ITEM: Selection of materials on the Larpenteur Avenue median

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Michael Schroeder, the city's landscape architect, plans to have the council select the color of materials for the Larpenteur Avenue median. It will be a good opportunity to ask him about other details on the plans including the proposed gazebo and front yard of city hall.

ACTION REQUESTED:

Select colors for the Larpenteur Avenue median and discuss the design details.

POLICY  
Date: 9/18/96  
Item: 2

ITEM: Update on Recycling Contract Renewal

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Solid Waste Commission

**EXPLANATION/DESCRIPTION:**

The Solid Waste Commission discussed how to handle the renewal of the recycling contract. After discussing the option of going out for an RFP or negotiating with E-Z, the commission is recommending that the staff negotiate with E-Z to see if an acceptable rate is available without going through the time-consuming process of an RFP. This recommendation is based upon a good working relationship with E-Z over the past three years and the firm's proximity to the city, which helps when there is a recycling pick-up problem. If negotiations do not reach a satisfactory price, the RFP process will be used.

**ACTION REQUESTED:**

The Solid Waste Commission recommends that the council approve this approach to renewing the contract.