



Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: February 3, 2021

MTG. DATE: February 11, 2021

TO: Finance & Personnel Committee

CC:

FROM: Sean Brusegar, CPRP - Director of Parks, Recreation & Forestry
JJ Larson - Director of Public Works

RE: Operations Foreman Title Change

BACKGROUND :

With the retirement of the current Operations Foreman, the Parks, Recreation & Forestry Department is seeking a change of the current position title to Parks Maintenance Supervisor.

For the 2019 budget cycle, the Parks & Recreation Department requested an FTE for Parks. DPW also requested an FTE for it's Department. The Finance and Personnel Committee recommended creating a position that both departments could share. The Operations Foreman position was created. At creation, the position was 60/40 parks. Since, short of vehicle maintenance (with the retirement of the current Operations Foreman, this responsibility will shift back to DPW), the occasional utility issue and snow removal, the position has been almost solely parks maintenance. The current Operations Foreman manages approximately 90 acres of parkland and 7 seasonal parks employees. The position would continue to benefit DPW by taking over responsibility for snow plowing approximately 3.7 miles (and growing) of multi-use paths, Village-owned sidewalks, parking lots, crosswalks, and medians.

The Department of Public Works recognizes that formally moving these specific snow removal responsibilities under this position is a benefit to our staff with less to manage and coordinate during snow events. The position would also assist the Village Forester with tree removals, pruning and planting. This would also reduce stress on DPW staff.

STAFF RECOMMENDATION :

Staff recommends changing the title of Operations Foreman to Parks Maintenance Supervisor. We feel that the change in title better reflects current job duties. In 2019, the position was posted on the Village Website and the WPRA (Wisconsin Parks & Recreation Association), we did not receive any applicants that were already in the industry. I feel the title of Operations Foreman was not specific enough to draw quality applicants. The title change will also help procure the most qualified candidates from throughout the state.