



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 5/23/2023

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 3 minutes
Summary of Issue: The Personnel Committee meets on the 2nd Tuesday of each month and unanimously recommends the following: 1. Accept the consultant's recommendation of Grade 4 for the Parks Technician position (Land Dept.)		
Alternatives, Options, Effects on Others/Comments: File note: Forestry/Parks Technician also previously Grade 4 This position is filled by B.H.		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 4 for Parks Technician.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Cost will be covered in the Land Dept 2023 budget.		



PARKS TECHNICIAN

Department Land Department
Grade Grade 4
Reports to Land Commissioner
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To assist with the management of county forest roads, trails, and park facilities to ensure optimum economic benefits to local taxing districts and to benefit wildlife, recreation, water quality and public safety. To assist with reviewing and recording department statistics and collecting campground payments. To oversee the maintenance of parks and recreation facilities and select tax-forfeited parcels, including custodial, maintenance, and groundskeeping services.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

This position reports to the Land Commissioner, but also receives limited work direction from the Recreation Specialist.

Supervision Exercised

Serves as a work leader for the seasonal park crew leader and laborers. Elements of direct control over these positions include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities. Directs and assigns groundskeeping and maintenance tasks to the seasonal park crew leader and laborers. Provides safety information, and personal protective equipment to seasonal workers. Documents hours and creates work



Position Description

- schedules to assist in timely completion of workloads for the Land Department. Provides input to Land Commissioner on employee performance.
2. Maintains and assists in development of county recreation facilities including parks, campgrounds, public accesses or trails to provide a safe and clean environment for users of the facilities.
 3. Performs maintenance, cleaning, improvement, and development of recreational facilities and tax-forfeited structures using a variety of tools and basic carpentry, plumbing, and heating skills.
 4. Operates and transports skid steers, tractors, road grader, trail groomer, and other equipment necessary to maintain forest roads and trails.
 5. Assists Recreation Specialist in organization of shop and shop supplies including inventory and purchases.
 6. Determines need and performs repairs and maintenance on department equipment such as skid steers, tractors, mowers, grass whips, ATV's, snowmobiles, chainsaws, brush cutters, trail groomers, trucks, graders, etc. so safe and proper working conditions are maintained.
 7. Performs groundskeeping tasks on county fee and tax-forfeited lands to maintain an attractive appearance. Responsible for the mowing, trimming and raking of lawns; shoveling and plowing snow from sidewalks and park areas; and pick-up and removal of trash.
 8. Determine needed maintenance and improvements of county parks and trails to meet objectives of County Recreation Plan.
 9. Performs maintenance on forest roads, ATV, snowmobile, hiking and cross-country ski trails assuring safe recreation use during all seasons.
 10. Builds, replaces, or repairs information signs for parks, picnic areas, trails, beaches, accesses, and forest roads as needed.
 11. Supervises contractors to ensure completion of park road projects, facility improvements, mowing, garbage, and sewer services.
 12. Secures public recreational areas, campgrounds, beaches, waysides, and public accesses to assure safety, cleanliness, and security.
 13. Collects fees for campgrounds, dump stations, and ATV wash station.
 14. Coordinate burning of slash piles, installation of fire breaks for prescribed burns, and assist Recreation Specialist with beaver dam blasting.
 15. Makes occasional court appearances regarding ordinance violations.
 16. Assures on-site deliveries of culverts, dirt, lumber etc. as needed for department projects.
 17. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly.
 18. Attends educational and training meetings and classes.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

High school diploma or GED, plus five years' experience in repair and maintenance work, at least two of which have been with a park system, or an equivalent combination of education and experience sufficient to perform the essential functions of the position.



Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Valid Minnesota driver's license required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, state and local laws as related to the department, including OSHA requirements and the proper wearing, use and maintenance of personal safety equipment.
3. Considerable knowledge of equipment, materials, and supplies used in trail, building, and grounds maintenance. Working knowledge of equipment and supplies used to do repairs.
4. Basic mechanical, carpentry and welding principles sufficient to build, improve, repair and maintain equipment, facilities, and property.
5. Working knowledge of first aid and applicable safety precautions.
6. Knowledge of proper procedures and safety rules when using and applying herbicides and pesticides.
7. Turf, trees, flowers, and shrubs.
8. Rules and regulations to maintain correct and accurate signage and placement of signage for trail and other recreational facilities.
9. General office work such as telephone etiquette, filing, and data entry.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to staff, contractors, other agencies, customers and the public.
2. Skill in the operation of job-related tools and equipment.
3. Proficient GPS and compass orienteering.
4. Basic computer skills.
5. Reading, writing, and speaking English proficiently.
6. Effectively organizing and prioritizing workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Establish and maintain effective working relationships with supervisors, co-workers, other county employees, contractors, and the general public.
3. Precisely follow oral and written instructions, develop and follow detailed work plans, maintain a safe work environment, and promote county resources.
4. Read and understand legal descriptions and several different types of maps.
5. Work in all types of weather and conditions.
6. Demonstrate a high degree of self-motivation and the ability to work independently.
7. Endure hazardous insect, animals, and plants.
8. Maintain accurate daily logs and consistently perform accurate data entry.



9. Motivate and direct seasonal staff as they work.
10. Use heavy equipment and tools properly and safely.
11. Lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Basic Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, and other job-related software.

Ability to Travel

Daily travel required, approximately 100 miles per day on highways to campground and other locations.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, delegating, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually loud.

The work may be dirty and hazardous at times. At times is subject to poor atmospheric conditions such as fumes, odors, dusts, solvents, gases, to hazardous materials such as chemicals for sanitation or body



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fluids when cleaning restrooms, to annoying and hazardous insects and animals, to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc. It is also subject to heavy physical labor, at times working in confined areas with poor lighting, and to working in very hot summer and very cold winter temperatures. Manual dexterity and motor coordination are required for the majority of the duties.

Equipment and Tools

Personal protective equipment, lawn and landscaping equipment including tractors, mowers, ATVs, snowmobiles, chainsaw, edgers, weed trimmers, electric motors, sprinklers, sprayer, fertilizer hopper, seeder, carpentry, painting, plumbing, electrical, and cement finishing tools, washers, pumps, boilers, valves, filtration devices, gauges, mobile radios, trail grooming equipment, computer, copier, telephone, printer, power tools, hand tools, welder, woodworking equipment, measuring and metering devices, skid steers, county-owned vehicles, and other job-related tools and equipment.

Physical Activities/Requirements

While performing the duties of this job, the employee typically performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and hot and cold weather conditions; fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and



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encourages both prospective and current employees to discuss potential accommodations with the employer.

5/23/2023

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*