

# Staff Report

for the Administrative Practices Committee Meeting of July 7, 2020

**TO:** Administrative Practices Committee

**FROM:** Monica Reyes, Recreation Manager  
Jana Kolakowski, Human Resources Manager

**DATE:** June 30, 2020

**SUBJECT:** Elimination of the Senior Facility Ranger Classification, Creation of the Recreation Superintendent Classification and Updating Headcount for a Part-Time Senior Park Ranger

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## *RECREATION*

### **RECOMMENDATION ACTION:**

Review and discuss the elimination of the Senior Facility Ranger classification, replacing the headcount with a newly proposed Recreation Facility Superintendent classification, and addition of a part-time Senior Park Ranger Position to the Recreation budget by using funds from the vacant Senior Park Ranger position, and advance a recommendation to the Board of Directors as appropriate.

### **BACKGROUND:**

With the recent retirement of the Senior Facility Ranger, there is an opportunity to restructure the Recreation Department to better meet the needs of the District. Through time, and District needs, the essential functions of job duties within the District continually change. This new position will provide a higher level of technical, operational, and supervisory support to the Recreation Manager. This position will allow the Recreation Manager to focus on the broader aspects of the Recreation Department, instead of the day-to-day operations.

The immediate past General Manager recommended designating the Recreation Facility Superintendent in the Supervisory Unit. The new position and description were shared with AFSCME on May 21, 2020, and there was no feedback provided.

### **BUDGETARY IMPACT:**

The proposed replacement of the headcount of the Senior Facility Ranger position with a Recreation Facility Superintendent will not have a budgetary impact since the budget from the labor expense is available from the vacant Senior Facility Ranger unfilled for the past three months. Reducing the vacant Senior Park Ranger position to Part-Time will have no impact on the budget.

### Attachments (3):

- Senior Facility Ranger Job Description
- Recreation Facility Superintendent Job Description
- Current Budget Estimate

## **NEVADA IRRIGATION DISTRICT**

### **SENIOR FACILITY RANGER**

**Range A93 – BOD 11/28/12**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Performs patrol of District recreational areas and related facilities to ensure visitor compliance with rules and regulations; performs maintenance and repair of recreational facilities, and responds to situations requiring assistance.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Recreation Department. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Employees perform the most difficult and responsible types of duties assigned to this class providing lead supervision for recreation assigned staff.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Manager.

Exercises functional and technical supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

##### Essential Functions:

1. Lead, plan, train, review, and participate when needed, the work of assigned staff, responsible for cleanup of the campgrounds; garbage pickup, cleaning of restrooms, cleaning sites and fire pits. Weed eating, cutting and bundling of wood. Small repairs throughout the campgrounds.
2. Provide safety training for recreation staff.
3. Verify the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

**NEVADA IRRIGATION DISTRICT**  
Senior Facility Ranger

Essential Functions: *(Continued)*

4. Supervise the use of and operate light trucks and equipment, and a variety of hand and power tools to perform routine maintenance work including power saws, welding/cutting torches, pipe cutters, rebar cutter and bender, levels, grade setting tools, snake, etc.
5. Provides and coordinates employees training in their areas of work in utility maintenance methods, techniques, and in the set up and use of equipment at all recreation sites.
6. Ensure safe work practices and procedures.
7. Maintains, repairs, and cleans buildings and picnic areas in the campground areas.
8. Answers questions and provides information to the public, investigate complaints and recommends corrective action as necessary to resolve complaints.
9. Explains and enforces rules and regulations related to use of the recreational area, including information regarding noise, parking, and trash disposal.
10. Responds to complaints; resolves conflicts and mediates disagreements between campsite users; conducts evictions as required.
11. Directs and performs the operation of boats, motor vehicles and radio communications equipment in performance of duties; performs preventive maintenance; makes minor repairs and adjustments to tools and equipment.
12. Keep and maintain records of observations, requests for maintenance and construction work, and daily logs of activities performed; prepares incident reports, studies and correspondence.
13. Provides input to department budget.
14. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
15. Perform related duties as assigned.

**NEVADA IRRIGATION DISTRICT**  
Senior Facilities Ranger

**QUALIFICATIONS**

Knowledge of:

Principles and practices of technical and functional supervision and training.  
Operational aspects of the recreation areas.  
Practices and methods of park patrol, visitor management and safety, customer service and related local and State public safety codes and related rules and regulations.  
Correct spelling, grammar, and punctuation.  
Principles and Practices of effective customer service.  
Modern office equipment including use of applicable computer applications  
Use and care of various hand and power tools.  
District policies and procedures related to area of assignment.

Ability to:

Provide technical and functional supervision over assigned staff, effectively train staff.  
Perform the most complex duties related to maintenance and repair of the recreational areas.  
Negotiate and mediate difficult visitor complaints or interactions.  
Independently perform a variety of tasks involved in customer service.  
Be able to “multitask” to handle competing priorities and demands.  
Ability to facilitate employees and public users to solve problems, resolve conflicts and work effectively and collaboratively.  
Work independently in the absence of supervision.  
Prioritize work and coordinate several work activities.  
Make mathematical calculations with speed and accuracy.  
Interpret and explain District policies, procedures and campground rules.  
Operate computerized accounting software.  
During the Recreation Season be able to work all weekends and holidays.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.

**NEVADA IRRIGATION DISTRICT**  
Senior Facilities Ranger

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

**EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Two years of responsible lead experience in a similar recreation facility.

Education:

Equivalent to the completion of the twelfth grade.

License:

Possession of a valid California driver's license.

**WORKING CONDITIONS**

Environmental Conditions:

Work is performed outside in a campground environment and sometimes subject to inclement weather and noises; at times work is performed in a temperature controlled office subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

# NEVADA IRRIGATION DISTRICT

## **Recreation Facility Superintendent** **Range B96 – BOD XX/XX/20**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To plan, organize, direct and supervise activities of the recreation division and the operation and maintenance of recreation facilities within the Recreation Department; to coordinate activities with other divisions or departments; and to perform a variety of technical tasks relative to assigned area of responsibility; and provide highly complex staff assistance to the Recreation Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Recreation Manager.

Exercises direct supervision over assigned recreation personnel.

### **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for campground and facilities maintenance, and/or recreation maintenance activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of recreation staff.
3. Evaluate operations and activities of assigned facilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Supervise activities related to the construction, maintenance, plumbing and replacement, and repair of recreation buildings, facilities and campgrounds.

## NEVADA IRRIGATION DISTRICT

### Recreation Facilities Superintendent

7. Supervise and assist in maintenance and repair activities of campground and facilities maintenance and repair; ensure safe operation of all facility water systems, investigating and correcting hazards dangerous to the public.
8. Provide tailgate safety training and meetings for all recreation staff, including temporary staff.
9. Attend and participate in professional outside groups, committees and organizations.
10. Patrol and monitor recreation facilities; enforce park rules and regulations, as required; respond to visitors' questions or concerns.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; conduct campsite evictions as required; coordinate activities with other departments, contractors or agencies pertaining to the maintenance of District facilities.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Operations, services, and activities related to Recreation and District facilities.

Principles and practices associated with the construction, maintenance and repair buildings and recreation facilities.

Equipment, tools and materials used in the construction, installation, maintenance, and repair buildings, and recreation facilities.

Modern office equipment including use of applicable computer applications.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget development, implementation and monitoring.

Principles and practices of research analysis and management.

Principles and practices of safety management.

Principles and practices of effective customer service.

Pertinent local, State and Federal laws, ordinances and rules.

### Ability to:

Organize, implement and direct a variety of construction and maintenance operations/activities.

Perform complex duties as required to maintain or repair District water conveyance systems, facilities and structures on campgrounds;

Interpret and explain pertinent department policies and procedures.

Assist in the development and monitoring of an assigned program budget.



## NEVADA IRRIGATION DISTRICT

### Recreation Facilities Superintendent

Develop and recommend policies and procedures related to assigned operations.  
Operate and use modern office equipment including a computer and applicable software.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Communicate clearly and concisely, both orally and in writing.  
Supervise, train, motivate, coach and evaluate assigned staff.  
Respond to after hour emergency situations.

#### Responsibility to:

Report any safety risks or hazards to management personnel.  
Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

#### Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.  
Properly trained in safe work practices and procedures.  
Utilizing proper protective equipment.  
Operating equipment properly.  
Acknowledging the use of safeguards by other employees.  
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.  
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

Four years of increasingly responsible experience in water system delivery, maintenance and construction, and grounds maintenance; including two years of supervisory responsibility.

#### Education:

Equivalent to completion of the twelfth grade. An Associate's degree is highly desirable.

#### License and Certificate:

Possession of a valid California driver's license.  
Possession of a valid California Department of Public Health Water Distribution Operators Certificate, Grade 3 (D3) within twelve months of appointment.

**NEVADA IRRIGATION DISTRICT**  
Recreation Facilities Superintendent

**WORKING CONDITIONS**

Environmental Conditions:

Work is performed in a campground environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles and noises; at time work is performed in a temperature controlled office subject to typical office noise. Duties may be performed on slippery and uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

Budgeted 2020				Current 2020				Proposed Amendment 2020				
		FTE			Employee	Filled Positions	Unfilled	Current Salaries	Employee	Filled Positions	Unfilled	Total Salaries (est.)
<i>Recreation General</i>												
	Recreation Manager	1			Recreation Manager	1	0	130,374	Recreation Manager	1	0	130,374
	Senior Park Ranger	3			Senior Park Ranger	1	0	62,961	Senior Park Ranger	1	0	62,961
					Senior Park Ranger	1	0	62,961	Senior Park Ranger	1	0	62,961
					Senior Park Ranger	0	1	0	Vacant Sr Park Ranger Part-time	0	0.5	31,428
	Senior Facility Ranger	1			Sr Facility Ranger	0	1	0	Rec. Facility Superintendent (eliminate Sr. Facility Ranger) @ Step	1	0	95,160
	Facility Ranger	1			Facility Ranger	1	0	62,961	Facility Ranger	1	0	62,961
	Recreation Assistant II	1			Recreation Asst II	1	0	53,747	Recreation Assistant II	1	0	53,747
		7	\$	-				\$ 373,004		5	1.5	\$ 499,592
	2020 Budget			497,313				2020 Budget 497,313				2020 Budget 497,313
<i>Jackson Meadows Division</i>												
	Senior Park Ranger	1			Senior Park Ranger	1	0	57,075	Senior Park Ranger	1	0	57,075
	Facility Ranger	1			Facility Ranger	1	0	57,075	Facility Ranger	1	0	57,075
		2	\$	-				\$ 114,150		2	0	\$ 114,150
	2020 Budget			113,465				2020 Budget 113,465				2020 Budget 113,465
	FTE	9	\$	610,778	FTE	7	2	\$ 487,154	Total FTE & Salaries	8.5	1.5	\$ 613,742
					Total Delta			123,624	Total Delta		1.00	(2,964)