

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 04/24/07

CONTACT PERSON/PHONE: Human Resources, Linda Ball Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolution for the creation of Job Specifications for Landscape Architect and Parks Superintendent

BACKGROUND / DISCUSSION:

The creation of these job classes was requested by the Parks and Recreation Director to implement the strategic restructuring plan for Quality of Life portfolio. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2007
Funding Source: 51010256-01101-51000

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 04/12/07

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*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Parks Superintendent** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **16045**. The Grade is **PM 132**.

PASSED AND APPROVED this 24th day of 2007.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



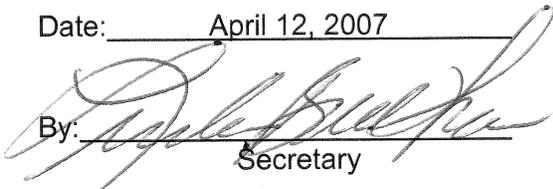
John R. Batoon
Assistant City Attorney

APPROVED AS TO CONTENT:



Linda Ball Thomas
Interim Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: April 12, 2007
By: 
Secretary

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JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
J. ALEXANDRO LOZANO, DISTRICT 3
MELINA CASTRO, DISTRICT 4
PRESI ORTEGA, JR., DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

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HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *LBT*
SUBJECT: New Job Class
DATE: April 6, 2007

The Human Resources Department recommends Civil Service Commission approval of the job classification items listed below. See attached proposed job specifications.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Landscape Architect	13121	PM 128
PROPOSED Parks Superintendent	16045	PM 132

The creation of the proposed job classes was requested by the Parks and Recreation Director to implement the strategic restructuring plan for the Quality of Life portfolio. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

The proposed job specifications were written in the standard style and format and were reviewed by the Parks and Recreation Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grades shown above establish an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. If the Human Resources Director determines that no appropriate class exists, a new class shall be submitted to the Civil Service Commission for approval and then to City Council for adoption."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated and refer the matter to the Commission for approval."

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**JOHN COOK
MAYOR**

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HUMAN RESOURCES DEPARTMENT

Approval of the proposed new job classes will allow Human Resources to proceed to fill the new positions through competitive recruitment and examination. The department would like to recruit for these positions as soon as possible.

Attachment (*Proposed Job Specifications*)





JOB SPECIFICATION
LANDSCAPE ARCHITECT

Code 13121
Grade PM 128

General Purpose

Under general direction, is responsible to perform professional technical and supervisory work in the planning, designing and management of parks and recreation facilities, roadway medians, zoo landscape and other City landscape projects.

Typical Duties:

Prepare plans, specifications and cost estimates for the design and layout of landscape projects. Involves: Planning, coordination and preparation of all customary plans and specifications sections; or plans and coordinates projects with consultants; or plans and coordinates projects utilizing both in-house and consultant design. It will require a working knowledge of CAD, GIS and GPS hardware and software.

Communicate with City management, the public and consultants. Involves: Communicating through reports, presentations and/or public meetings. This will include reporting on the planning, progress and completion of projects. This may include, with the Director's approval, proactive efforts to communicate with management and the public on project issues.

Maintain project records and costs. Involves: Planning, coordinating, implementing and oversight of management systems to accurately track all aspects of City landscape projects.

Plan for future development of landscape and recreation facilities and sites. Involves: Coordination with other City departments, public entities and private developers to determine potential sites.

Coordinate and direct the work of assigned department staff and consultants. Involves: Coordinating or directing the work of designers, planners, surveyors, irrigation system workers and clerical staff.

Perform other duties. Involves: As required by management, perform other duties to support Department and City goals.

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JOB SPECIFICATION
LANDSCAPE ARCHITECT

Code 13121
Grade PM 128

Knowledge, Skills, and Abilities

- Knowledge of structural and soil engineering principles.
- Knowledge of natural and environmental characteristics of soils, topography, drainage and vegetation.
- Knowledge of technology based drafting and graphic arts.
- Knowledge of local construction codes, techniques, materials and costs.
- Knowledge of legal requirements to be able to administer a construction contract.
- Ability to communicate clearly and concisely verbally and in writing.
- Ability to supervise effectively both field and office personnel.
- Ability to communicate design ideas and concepts to a non technical audience.
- Ability to use, and to train others to use, technical equipment and software in the creation of plans and specifications.

Other Job Characteristics

- May require working weekends or holidays.
- Occasional lifting of equipment or materials of 30 pounds.
- Visual, speech and hearing acuity.
- Hand and eye coordination and manual dexterity to be able to operate various technical equipment.
- Occasional operating in the field over rough terrain.

Minimum Qualifications

Education and Experience: A Bachelor's degree from an accredited college or university, with a major in Landscape Architecture or closely related field, and at least 3 years in the practice of Landscape Architecture and/or parks and recreation facility design and construction of which at least one year must have been in a supervisory role.

Licenses and Certificates: Licensed to practice as a Registered Landscape Architect in the State of Texas or have a valid license from another State with reciprocity or obtain Texas License within 12 months of hire. Valid registration as a Licensed Irrigator in State of Texas within twelve (12) months following appointment or equivalent transferable from another state which must be converted within twelve (12) months following appointment. Texas Class "C" Driver's License or equivalent from another state.



JOB SPECIFICATION
PARKS SUPERINTENDENT

Code 16045
Grade PM 132

General Purpose

Under general direction, oversee and manage the planning, construction and maintenance of parks, sports fields and recreational lands.

Typical Duties:

Participate in comprehensive park planning. Involves: Assist in the short and long range planning of future parks and recreational grounds and facilities. Collaborate with recreation services management, other city departments, school districts and developers. Manage multiple Land Management Districts and develop plans and specifications for turf and landscaping construction drawings. Meet with contractors and consultants to discuss scope of work, inspect park projects and ensure compliance with plans and codes.

Assist in park construction and rehabilitation projects. Involves: Oversee and review the care of athletic fields, playgrounds, public grounds and trails. Direct, monitor and implement weed control and turf and tree care management programs. Direct, operate and evaluate computerized irrigation system.

Provide technical support and information on operational parks, athletic fields and open spaces. Involves: Respond to requests for information on parks and recreational facilities. Prepare budgets to project accurate costs of installation and maintenance of turf, trails and landscaping. Negotiate and administer park maintenance contracts and joint use agreements with school districts. Attend Park and Tree Board meetings

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work of park maintenance, park facilities and support staff. Closely coordinate with Athletic Maintenance staff and assist as necessary. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

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JOB SPECIFICATION
PARKS SUPERINTENDENT

Code 16045
Grade PM 132

Knowledge, Skills, and Abilities

- Application of considerable knowledge of principles of agronomy as applied to public use parks, sports fields and recreational lands.
- Application of considerable knowledge of park planning principles, practices and techniques.
- Application of considerable knowledge of grounds, facility and equipment maintenance and management.
- Application of considerable knowledge of data gathering and research methods and techniques for park planning.
- Application of good knowledge of irrigation systems and turf and tree management methods and techniques.
- Some knowledge of outdoor and sports activities.
- Supervise, develop, motivate and evaluate professional, technical and clerical staff.
- Good knowledge of land management.
- Supervise Land Management Districts, compile data and analyze complex parks and recreational land use issues and prepare appropriate responses and reports.
- Plan, coordinate, schedule and administer complex services and project management.
- Clear concise oral and written communication to prepare and present reports to management, park planning board, City Council and others.
- Establish and maintain effective working relationships with coworkers, officials, other departments, and the general public.

Other Job Characteristics

- Typically in an outdoor environment, the incumbent will be exposed to variable weather conditions when supervising and inspecting park facilities and operations. This includes, but is not limited to, high winds, dust and extreme temperatures.
- Subject to callback for emergencies.
- Daily driving in City traffic.

Minimum Qualifications:

Education and Experience: A Bachelor's degree in turf or park management, agronomy or related field, and six (6) years professional land use, turf management or facilities planning, design or management experience, including four (4) years supervisory experience.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state by time of appointment.



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Human Resources Director

Parks and Recreation Director