

Proposed Park & Forestry Hierarchy 2027

Park Recreation and Forestry Director

Park and Forestry Supervisor Grade 160
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Park Foreman Mechanic Grade 140

Arborist II Crew Leader Grade 135

Arborist I Grade 130	Park Forestry Technician Grade 130	Park Technician Pool Operator Grade 130	Park Technician Buildings Assessor Grade 130	Park Technician Grade 130
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Parks Maintenance Worker Grade 120	Park Maintenance Worker Grade 120	Park Maintenance Worker Grade 120
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Current Hierarchy 2026

Park Recreation and Forestry Director

Parks Project Supervisor Grade 155

Park Crew Leader 135	Arborist II Grade 135
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Park Technician Pool Operator Grade 130	Arborist 1 Grade 130
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Park Maintenance Worker Grade 120	Park Maintenance Worker Grade 120	Park Maintenance Worker Grade 120	Park Maintenance Worker Grade 120	Park Maintenance Worker Grade 120
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Requested PRF Department Personnel 2027

Changes:

- Park and Forestry Supervisor Grade 160- Regrade Position
- Park Foreman Mechanic Grade 140-Regrade Position
- Park Technician Buildings Assessor Grade 130- Regrade Position-Internal Promotion
- Park Technician Grade 130-Internal Promotion
- Aquatics and Special Events Supervisor Grade 135 - **NEW POSITION REQUEST**
- Park Forestry Technician Grade 130 - **NEW POSITION REQUEST**

Proposed Employee Structure Justification

- **Current Position:** Parks Project Supervisor (Grade 155)

Proposed Position: Park Maintenance Supervisor/City Forester (Grade 160)

Reasoning: Ryan accepted his current position to retain the City Forester duties along with the Park Maintenance Supervisor role. The Parks Project Supervisor title and job description does not accurately describe the role that Ryan is in. Ryan's responsibilities are to be the supervisor of the parks department staff, oversee maintenance of all park facilities and open spaces, and work as needed as the City Forester. Ryan's role, duties, and responsibilities overseeing a staff of nine FTEs closely relates to the Assistant Public Works Manager at the Street Department, which has a grade of 160.

- **Current Position:** Park Maintenance Crew Leader (Grade 135)

Proposed Position: Park Foreman/Mechanic (Grade 140)

Reasoning: Jim was hired to be the Parks Crew Leader, but Jim also serves as the Parks head mechanic and leads and directs crews daily. Jim's role is very similar to the Streets Mechanic II (Grade 140) and Streets PW Foreman (Grade 140). Jim logs mechanical records, order parts, diagnoses mechanical problems, has replaced transmissions, has made auto body repairs, and is constantly fabricating parts and repairs for department equipment. Jim's skillset and efforts have saved the Department a tremendous amount of money by troubleshooting and solving equipment issues in house rather than relying on outside help. to save the Dept. Jim's ability to make repairs goes well beyond the role of a mechanic, which simply rotates tires and changes oil in equipment. Jim also serves as the lead on projects and repairs throughout our department and must have a strong sense of planning, prioritizing, and leadership abilities.

Additionally, the Parks Dept. needs a Foreman position not just as someone who serves as a crew leader but also assisting in the overall planning, identify and assigning priorities, directing staff, and reporting back to their supervisor/director.

- **Current Position:** Park Maintenance Worker (Grade 120) Internal Promotion

Proposed Position: Park Technician/Building Assessor (Grade 130)

Reasoning: The purpose of this position is to have an individual within the department who routinely inspects our infrastructure for safety and repairs. The parks department infrastructure includes park shelters, playground equipment, paved surfaces, the Parks Shop, well buildings, the Old Parks Shop, the Riverside Park Bandshell and Upper/Lower Kitchen, The Senior Center, The Bentzin Family Town Square, and many

more amenities that are highly valued by residents and visitors alike. This individual would develop inspection reports and maintenance plans/needs for budgeting purposes. This position will help identify the needs of our department and maintain our existing buildings and assets to prevent costly repairs/replacements. Certifications such as Playground Safety Inspector and Forklift Training would be assigned to this role.

- **Current Position:** Park Maintenance Worker (Grade 120) Internal Promotion

Proposed Position: Park Technician (Grade 130)

Reasoning: Adding a semi-skilled Park Technician will greatly increase the productivity and efficiency of the Park Dept. This is a dire need for our dept. to have another individual who can weld and prefab parts, make mechanical repairs to keep our fleet operational, be capable of performing plumbing repairs, and assist on construction projects. Having a 2nd individual who can be dependable and versatile to make repairs and reduce the workload on Jim will greatly increase the efficiency of our Dept.

- **Current Position:** Arborist (Grade 135)

Approved JDQ: Arborist II Crew Lead (Grade 135) Step increase for additional role

- **Current Position:** Vacant---Internal Promotion in 2026

Approved JDQ: Arborist I (Grade 130)

- **New Position:** Looking to add a 10th Park Staff Member to our team.

Proposed Position: Park/Forestry (Grade 125/130?)

Reasoning: This position would be a swing position for both parks and forestry. This individual needs to have a landscaping background with horticulture knowledge along with arborist skills. They would be the 3rd arborist with the forestry crew on removals or bigger projects but would also be responsible for landscaping design/projects, pruning/planting of shrubs, finish grading, plant care and maintenance. Additionally, they would assist with park projects and maintenance. With the addition of two parks in 2026, and increased maintenance hours within the Rock River Ridge subdivision, park/forestry staff are stretched out and require everyone to be present to accomplish basic maintenance.

- **Seasonals:** Current 4

Proposed: 6 if we would not get a 10th FT Park Staff Member.

- **Current Position:** LTE Aquatics Manager and PT Rec Program Supervisor (combined ~\$40,000 w/o benefits)

Proposed Position: Aquatics and Special Events Supervisor (Grade 135 ~\$30/hr)

Reasoning: Consolidating two LTE/PT positions into a role that will cover aquatics and special events will have a tremendous impact on the PRF Department. With the loss of a FT Aquatics Manager, the issues within aquatics have been noticeable. The individual hired for this position will be responsible for all aquatic operations and offerings year-round, rather than the PRF Director spending hours per week on aquatics. This individual would oversee staff training, scheduling, certifications, indoor pool use coordination, swimming lessons, outdoor pool staffing and concessions operations. This newly created position will also address applications, permitting, and special event coordination with events held within City Parks and the BFTS. The PRF Director has a goal of creating a Friends of PRF 501-c3 group that would take over the Music on Water Street Concerts in 2027 and attempt to turn them into a revenue stream rather than financial loss. This position would also assist the Recreation Manager as needed seasonally with demanding programs such as soccer league, etc.

These positional changes show our commitment to our tenured employees. As their skill set advances, we are committed to investing in our employees and promoting them to match our needs within the Parks Dept. Currently promotions only occur when an individual retires within the Parks Dept. By having these internal promotions, we are supporting our staff, reducing potential turnover and addressing the needs within our department. Thanks for your consideration in these changes.