

**Town Maintenance Worker Position
Town Board Meeting – July 8, 2024**



Background

At the June 27, 2024, Special Board Meeting, the Board agreed to the following actions.

- ✓ Define a new year around part-time maintenance worker position with responsibility for current Mission Park maintenance duties; winter roads plowing; Town Hall site maintenance (Fire/Hall/Maintenance Bldg.) including mowing & plowing; Cemetery maintenance (excluding burials); and miscellaneous roads maintenance tasks.
- ✓ Retain the Transfer Station Attendant role as a stand along seasonal position.
- ✓ By incorporating Town Hall cleaning into the new role, eliminate the stand-alone cleaner position.
- ✓ Continue with contracting for Spring Cemetery and Park clean-up but consolidate with a single contractor.
- ✓ Continue contracting for specialized services: ditch mowing, ROW tree clearing, Transfer Station brush pile maintenance and Cemetery burials.
- ✓ The back-up plowing arrangements (drivers and equipment) will continue as currently defined.
- ✓ Determined initial equipment needs beyond owned equipment would be a used pick-up with plow, a 48” zero turn lawn mower, and a gas trimmer with an initial rough estimate of \$50-70,000.

Required Implementation Actions

90 Days

- ❑ Refine equipment cost estimates (used pick-up truck with plow, 48” zero turn mower, & lawn trimmer).
- ❑ Determine funding source for new equipment (CIP or Budget) and modify Plan/Budget accordingly.
- ❑ Review and refine the 6-30-2024 Estimated Cost Analysis.
- ❑ Amend and adopt the draft Maintenance Worker Position Description.
- ❑ Define salary (including potential split wage) and reporting supervisor (Administratively).
- ❑ Create position posting, with deadline for applications, and publish/post to solicit applicants.
- ❑ Notify Town Hall cleaner (30 days) and impacted contractors (contract terms driven) of planned changes.
- ❑ Building on Park Attendant template, develop and approve initial schedule of key tasks by month.
- ❑ Solicit quotes and/or purchase (depending on itemized cost) initial new equipment.
- ❑ Develop orientation plan for new hire.
- ❑ Review applications, select candidates for interviews, and conduct interviews.
- ❑ Select applicant for hire.
- ❑ Conduct initial orientation.
- ❑ Conduct specific training for key tasks: Park maintenance and Plowing.
- ❑ Assess progress after 90 days and refine description/task as needed.

Immediate Actions – July 8

- ✓ Commit to moving forward to create new position (motion).
- ✓ Refine equipment cost estimates (used pick-up truck with plow, 48” zero turn mower, & lawn trimmer).
- ✓ Review and refine the 6-30-2024 Estimated Cost Analysis.
- ✓ Amend and adopt the draft Maintenance Worker Position Description (motion)
- ✓ Determine lead supervisor to move remaining actions forward for Board decision/action.