



## Town Maintenance Worker Position Town Board Meeting – August 12, 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 Day timeline

- 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 – August 12

- ✓ Commit to moving forward to create new position.
- ✓ Refine equipment cost estimates (used pick-up truck with plow, 48” zero turn mower, & lawn trimmer).
- ✓ Set the initial wage rate for the position (**motion**).
- ✓ Review and accept the 8-8-2024 revised Estimated Cost Analysis (**motion**).
- ✓ Amend and adopt the draft Maintenance Worker Position Description (**motion**).
- ✓ Review and accept the posting description dated 8-7-2024 and direct the clerk to advertise for the position (**motion**).

**Proposed single motion:** The town board desires to hire a maintenance worker position based on the 8-8-2024 revised Estimated Cost Analysis, understanding that hours and costs may change. We approve the proposed Maintenance Worker Job Description as presented at the July 8 regular meeting. The initial wage rate shall be \$ \_\_\_ hr. for all tasks except plowing of roads, for which the rate shall be \$ \_\_\_ hr. Finally, we accept the proposed Job Posting dated 8-7-2024 and direct the clerk to advertise for the position with a deadline for applicants of 9-4-2024.