

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting**

6:30 PM  
June 20, 2023

**MINUTES**

Council Chambers  
124 S. Lefevre Street

**NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.**

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Councilmembers**

Chad Pritchard  
Art Kulibert  
Don Kennedy  
Bob Maxwell  
Ted Olson  
Tony Harbolt  
Heather Starr

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Koss Ronholt, Finance Director  
Sean King, City Attorney  
Steve Cooper, WWTP Director  
Scott Duncan, Public Works Director  
Glen Horton, Parks & Recreation Director

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call. All present.

**2. AGENDA APPROVAL**

- A. Additions to Agenda
- i. Add section 8G Resolution 23-607 Agreement between Skyhawk and City of Medical Lake. Motion to add made by councilmember Kennedy, seconded by councilmember Maxwell. Carried 7-0.
  - ii. Add section 8H Resolution 23-608 Parks Maintenance. Motion to add made by councilmember Kennedy, seconded by councilmember Maxwell. Carried 7-0.
  - iii. Motion to approve agenda with additions made by councilmember Kennedy, seconded by councilmember Maxwell, carried 7-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- A. None

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**

- A. None

**5. REPORTS**

- A. Council Comments
- i. Fire District 3, Tom Brunky – Well into fire season. Fires have impacted 15,000 acres.
  - ii. Councilmember Pritchard: Expressed his thanks for Founders Day.
  - iii. Councilmember Starr: Finance Committee discussed prior meeting. Asked about process for block parties. Citizens can contact City Hall to request a permit for a block party and street closure.

- iv. Councilmember Kulibert: Enjoyed the fireworks on June 16th and all of Founders Day festivities.
- v. Councilmember Kennedy: attended two STA meetings regarding correcting outdated policies.
- vi. Councilmember Maxwell: General Government Committee met and discussed getting bids back for crack seal grant and the redo of Barker Street, two utility pumps in reconstruction.
- vii. Councilmember Olson: Public Safety Committee met and thanked Tom Brunky from the Fire Department. Received the May report from Sheriff's office, nothing out the ordinary, three cars stolen. Getting ready for finalization of County contract. Noted that vandalism has increased.
- viii. Councilmember Harbolt: Thanks to maintenance crew for keeping up the maintenance of parks. Staff do a great job and the hard work is noticed.

**B. Mayor**

- i. Thought Founders Day was exceptional. Noticed a great joint effort between the City and Re\*Imagine Medical Lake. Staff and volunteers worked very hard and worked as a community. Representative McMorris attended, spoke and was in parade. Sheriff Nowels and SCOPE also rode in the parade. Hosted event with pastors in the community. The first City Council meeting for July was moved to Wednesday, July 5, 2023, due to the holiday.

**C. City Administrator & City Staff**

- i. Sonny Weathers: Founders Day was fantastic and a great success. Traffic control, race timing and City booth. Comments were collected. Attendees loved the lake and local businesses. Appreciated the staff and volunteers that helped put Founders Day together. Commends the Mayor on the great leadership this last year and a half, and thanks staff for their hard work and effort. The AWC annual conference will be held the rest of this week. There is a Planning Commission meeting on Thursday, June 22, 2023.

**6. WORKSHOP DISCUSSION**

- A. None

**7. ACTION ITEMS**

**A. Consent Agenda**

- i. Approve **June 6, 2023**, minutes.
  - 1. Councilmember Starr: requested a change to the section on ARPA funds distribution to reflect the exact amount paid and the amount redistributed.
    - a. Motion to approve with amendment made by councilmember Kennedy, seconded by councilmember Harbolt, carried 7-0.
- ii. Approve **June 20, 2023**, Payroll Claim Warrants **50241** through **50248** and Payroll Payable Warrants **30007** through **30014** in the amount of **\$145,441.05** and Claim Warrants **50249** through **50295** in the amount of **\$182,771.85**.
  - 1. Motion to approve made by councilmember Starr, seconded by councilmember Kennedy, carried 7-0.

**B. Citizen Advisory Board Application**

- i. Sonny Weathers: with council approval, would make application available to aid in process for application.
- ii. Councilmember Kulibert: would like to see that the council is notified of applicants.
- iii. Councilmember Kennedy: Application stated, "how long have you lived in Medical Lake?". Should include distinction that those that are still inside the School District may apply.

- iv. Mayor: Suggests including two boxes to check if applicants are within the school district or City limits.
  - 1. Motion to approve made by councilmember Olson, seconded by councilmember Maxwell, carried 7-0.

## 8. RESOLUTIONS

- A. 23-598 All Terrain Roofing Library Reroof
  - i. Motion to approve made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7-0.
  
- B. 23-600 2023 Fee Schedule Amendment
  - i. Sonny Weathers recommended the addition of a fee to Section 8 Admin and Misc., "Franchise Agreement Fee" for \$2000.
    - 1. Motion to approve as amended made by councilmember Kennedy, seconded by councilmember Olson, carried 7-0.
  
- C. 23-603 Community Development Block Grant Cooperation Agreement
  - i. Motion to approve made by councilmember Pritchard, seconded by councilmember Harbolt, carried 7-0.
  
- D. 23-604 Cash Management Policy 14.106
  - i. Motion to approve made by councilmember Kennedy, seconded by councilmember Maxwell, carried 7-0.
  
- E. 23-605 Agreement with E&H Engineering for Lead Joint Pipe and Gooseneck Water Main Replacement
  - i. Motion to approve made by councilmember Starr, seconded by councilmember Kennedy, carried 7-0.
  
- F. 23-606 Interagency AOC Agreement
  - i. Mayor recused herself. Mayor Pro-tem Kennedy will sign.
  - ii. Motion to approve made by councilmember Starr, seconded by councilmember Olson, carried 7-0.
  
- G. 23-607 Skyhawks Agreement
  - i. Add "Section 3, get a detailed invoice when paid."
    - 1. Motion to approve as amended made by councilmember Pritchard, seconded by councilmember Harbolt, carried 7-0.
  - ii. Glen Horton explained that Skyhawks provides sports clinics and would like to utilize City space.
  - iii. Sonny Weathers explained that Skyhawks is different than leagues. The City would still host leagues.
  
- H. 23-608 Parks Maintenance
  - i. Motion to approve made by councilmember Kennedy, seconded by councilmember Starr, carried 7-0.

## 9. PUBLIC HEARING – None scheduled.

## 10. ORDINANCES

- A. First Read Ordinance 1111 Budget Amendments 23.1-4

- i. Legal counsel, Sean King, read the ordinance onto the record.
- ii. Motion to approve first read made by councilmember Pritchard, seconded by councilmember Maxwell, carried 7-0.

**B. First Read Ordinance 1112 Establishing a Park Advisory Board**

- i. Legal counsel, Sean King, read the ordinance onto the record.
- ii. Motion to approve first read made by councilmember Kennedy, seconded by councilmember Harbolt, carried 7-0.

**11. EXECUTIVE SESSION** – None scheduled.

**12. EMERGENCY ORDINANCES** – No items listed.

**13. UPCOMING AGENDA ITEMS**

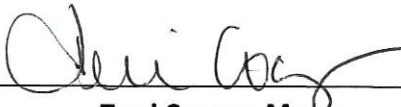
- A. Councilmember Kulibert: CDBG, there used to be block grants for business, to support business and guarantee low interest. Requesting that we investigate local groups or organizations that provide this. We're coming up on the Bluegrass Festival, there are music instructor grants, would be a great music camp. Bluegrass gives free help to up-and-coming musicians during the festival.
- B. Mayor Cooper: Vacant Building Ordinance.
- C. Councilmember Olson: Would like to see the City review the agreement with SCRAPS.
- D. Councilmember Pritchard: Would like to see the City discuss North Park.

**14. INTERESTED CITIZENS**

- A. Lahn Henderson, Medical Lake resident: requested for audio to be checked on Zoom. Keeps cutting out during the meeting.

**15. CONCLUSION**

- A. Motion to conclude made by councilmember Pritchard, seconded by councilmember Harbolt. Carried 7-0 and meeting concluded at 7:39 pm.

  
\_\_\_\_\_  
Terri Cooper, Mayor

  
\_\_\_\_\_  
Koss Ronholt, Finance Director/City Clerk

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 23-607**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING AN  
AGREEMENT FOR SERVICES WITH SKYHAWKS SPOKANE ACADEMY,  
INC.**

WHEREAS, the City of Medical Lake (“City”) desires to provide certain services to the community through the City’s Park’s and Recreation Department; and

WHEREAS, Skyhawks Spokane Academy, Inc., hereinafter referred to as “Service Provider”, desires to provide youth and other related instruction and programs in the community through the City’s Parks and Recreation Department, including utilizing City facilities; and

WHEREAS, the City and Service Provider have prepared an Agreement for Services between the City and Service Provider (“Agreement”) until terminated by the City or Service Provider.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

**Section 1. Approval.** The City Council hereby approves of the Agreement between the City and Service Provider as set forth in the attached Exhibit A, which is incorporated herein.

**Section 2. Severability.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

**Section 3. Effective Date.** This Resolution shall be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this \_\_\_\_ day of June, 2023.

\_\_\_\_\_  
Terri Cooper, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Koss Ronholt, City Clerk

\_\_\_\_\_  
Sean P. Boutz, City Attorney

## Agreement for Services

THIS AGREEMENT is made by and between the City of Medical Lake, a municipal corporation, hereinafter referred to as "City," and Skyhawks Spokane Academy, Inc., hereinafter referred to as "Service Provider," jointly referred to as "Parties."

IN CONSIDERATION of the terms and conditions contained herein the Parties covenant and agree as follows:

1. **Services to be Performed.** The Service Provider will provide all labor, services, equipment, and material to satisfactorily complete the Scope of Services; example attached hereto as "Exhibit A." Camps shall be held in various City Parks and Medical Lake School District Facilities as mutually agreed upon by the Parties. Scheduling of such camps shall be coordinated with and approved by the City prior to taking registrations.
  - a. **Administration.** The City Parks and Recreation Director or his/her designee, shall administer this Agreement and be the primary contact on behalf of the City. Service Provider shall commence work and perform the tasks as described in the Scope of Services and shall promptly cure any failure in performance under this Agreement.
  - b. **Representations.** City has relied upon the qualifications of the Service Provider in entering into this Agreement. By execution of this Agreement, Service Provider represents it possesses the materials, equipment, experience, ability, skill, and resources necessary to perform the services, as described in the Scope of Services, and is familiar with all current laws, rules, and regulations which reasonably relate to the Scope of Services. No substitutions of personnel shall be made without the express written consent of the City.
  - c. **Modifications. Amendments.** No modification or amendment to this Agreement shall be valid until the same is reduced to writing and executed with the same formalities as this present Agreement. The Parties understand that the Scope of Services is a "living document" and may be amended, as mutually agreed upon by customer demand, or other factors.
2. **Term of Agreement.** Unless otherwise terminated as provided for herein, this Agreement shall be in full force and effect upon execution by the Parties and shall remain in effect until January of 2026. Agreement. Either Party may terminate this Agreement for any reason, with or without cause, by providing ten (10) days written notice to the other party.
3. **Compensation.** The Service Provider agrees to pay the City FIFTEEN PERCENT (15%) ("City Fee") of registration fees collected as full compensation for services provided under

this Agreement. **The Service Provider shall provide a detailed report of registration numbers, monies accrued, and City Fee payment.**

No outdoor camps will be held in outdoor park spaces while public restrooms are closed. If it is deemed necessary to hold camps during closures it will be the sole responsibility of Service Provider to acquire and maintain adequate restrooms for participants to use. The vendor, delivery and removal schedule, unit placement location, cleaning schedule, and availability for public use of portable restrooms shall be reviewed and approved by the City before placement in any City Park. The Parties may mutually agree in writing to have a City contract to pay for portable restrooms. In this event, the City shall invoice the Service Provider for 100% of the cost to provide said restrooms and the Service Provider shall pay this amount to the City.

4. **Payment.** The City shall be paid in a lump sum within sixty (60) calendar days of the completion of each camp season as described in the Scope of Services.
5. **Notice.** Notice shall be given in writing or electronically through email as follows:

**CITY:**

City of Medical Lake  
C/O Director of Parks and Recreation,  
Glen Horton  
509-535-5007 | [ghorton@medical-lake.org](mailto:ghorton@medical-lake.org)  
P.O. Box 369  
Medical Lake, WA 99022

**SERVICE PROVIDER**

Skyhawks Sports Academy  
C/O EWA & ID Area Manager  
Louis Johnson  
1-800-804-3509 | [louis.johnson@stacksports.com](mailto:louis.johnson@stacksports.com)  
1826 E. Sprague Ave.  
Spokane, WA 99202

6. **Applicable Laws and Standards.** The Parties, in the performance of this Agreement, agree to comply with all applicable Federal, State, Local Laws, ordinances, and regulations.
7. **Relationship of the Parties.** It is understood, agreed, and declared that the Service Provider shall be an independent contractor and not the agent, employee, servant, or otherwise of the City. It is further understood, agreed, and declared that the City is interested in only the results to be achieved and that the right to control the particular manner, method and means in which the services are performed is solely within the discretion of the Service Provider. Any and all employees who provide services to the City under this Agreement shall be deemed employees solely of the Service Provider. The Service Provider shall be solely responsible for the conduct and actions of all employees under this Agreement and any liability that may attach thereto.
8. **Records.** The City or any of its' representatives shall have full access to and the right to examine during normal business hours any and all of the Service Provider's records with

respect to all matters covered in this Agreement. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls and records of matters covered by this Agreement for a period of three (3) years from the date final payment is made hereunder.

9. **Insurance.** The Service Provider shall furnish and maintain all insurance as required herein and comply with all limits, terms and conditions stipulated therein, at their expense, for the duration of this Agreement. Following is a list of requirements for this Agreement: Any exclusion that may restrict the required coverage must be pre-approved by the City. The Service Provider's insurer shall have a minimum A.M. Best's rating of A-VII and shall be authorized to do business in the State of Washington. Evidence of such insurance shall consist of a completed copy of certificate of insurance, copies of required policy endorsement(s) and Service Provider's proof of industrial injury/illness insurance coverage. The insurance policy or policies will not be canceled, materially changed or altered without at least thirty (30) days prior notice submitted to the City with whom the contract is executed. The policy shall be endorsed and the certificate of insurance shall reflect that the City of Medical Lake is an additional named on the Service Provider's general liability policy with respect to activities under the contract.

The policy shall provide and the certificate of insurance shall reflect that the insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability and also reflect that the insurance afforded therein shall be primary insurance and any insurance or self-insurance carried by the City shall be excess and not contributory insurance to that provided by the Service Provider.

The Service Provider shall not commence work, nor shall the Service Provider allow any subcontractor to commence work on any subcontract until all required evidence of insurance, meeting the requirements set forth herein, has been approved by the City and filed with the City with whom the contract is executed.

Upon request, the Service Provider shall forward to the City the original policy, or endorsement obtained, to the Service Provider's policy in force for any period within the effective dates required under the terms of the contract.

Failure of the Service Provider to fully comply with the insurance requirements set forth herein, during the term of the Agreement, shall be considered a material breach of contract and cause for immediate termination of the Agreement at the City's discretion. Providing coverage in the amounts listed shall not be construed to relieve the Service Provider from Liability in excess of such amounts.

**REQUIRED COVERAGE:** The insurance shall provide the minimum coverage as set forth below:



- a. **GENERAL LIABILITY INSURANCE:** The Service Provider shall have Commercial General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury, fire damages, and medical expenses.

**ADDITIONAL INSURED:** The Service Provider's general liability insurance policy must provide that the City of Medical Lake be specifically named additional insured(s) for all coverage provided by the Service Provider's general liability insurance policy and shall be fully and completely protected from all claims. Proof of Additional Insured status shall be submitted in the following ways:

- Forward the insurance policy language that provides "Blanket additional insured status through contract or to government agencies or,
- A copy of the general liability additional insured endorsement that names "City of Medical Lake, It's officers, Agents, and Employees" as additional Insured.

- b. **WORKERS' COMPENSATION:** When the Service Provider has employees of the company, the Service Provider shall carry Worker's Compensation Industrial Injury Insurance coverage and effective in Washington State. Proof of insurance shall be reflected on the Service Provider's Certificate of Insurance or by providing the Service Provider's State Industrial Account Identification Number.

10. **Indemnification.** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agree to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

Service Provider further agrees that this duty to indemnify the City applies regardless of any provisions in RCW Title 51 to the contrary, including but not limited to any immunity of the Service Provider for liability for injuries to the Service Provider's workers and employees, and the Service Provider hereby waives any such immunity for this duty to indemnify the City.

11. **Waiver.** No officer, employee, agent or other individual acting on behalf of either party has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver in one instance shall be held to be waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law, shall be taken and construed as cumulative and in addition to every other remedy provided herein or by law. Failure of either party to enforce at any time any of the provisions of this Agreement or to

require at any time performance by the other party of any provision hereof shall in no way be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

12. **Assignment and Delegation.** Neither party shall assign, transfer or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without first obtaining the written consent of the other party.
13. **Subcontracts.** Except as otherwise provided herein, the Service Provider shall not enter into subcontracts for any of the services to be performed under this Agreement without obtaining express written approval from the City.
14. **Confidentiality.** Service Provider may from time to time receive information which is deemed by the City to be confidential. Service Provider shall not disclose such information without the express written consent of the City or upon order of a Court of competent jurisdiction.
15. **Governing Law; Jurisdiction and Venue.** This Agreement is entered into in Spokane County, Washington. This Agreement is to be governed by and construed in accordance with the Laws of the State of Washington. The Parties hereby agree that venue shall be in Spokane County, Washington, State of Washington.
16. **Cost and Attorney's Fees.** In the event a lawsuit is brought with respect to this Agreement, the prevailing party shall be awarded its costs and attorney's fees in the amount to be determined by the Court as reasonable. Unless provided otherwise by the statute, Service Provider's attorney fees payable by City shall not exceed the total sum amount paid under this Agreement.
17. **Entire Agreement.** This written Agreement, together with any Exhibits hereto, constitutes the entire and complete understanding and agreement between the Parties respecting the subject matter hereof and cancels and supersedes any and all prior and contemporaneous negotiations, correspondence, understandings and agreements between the Parties, whether oral or written, regarding such subject matter. The Parties understand and agree that this Agreement may not be changed, modified, or altered except in writing signed by the Parties hereto. No agreement or understanding varying or extending this Agreement will be binding upon either Party, unless set forth in writing which specifically refers to the Agreement that is signed by duly authorized officers or representatives of the respective Parties, and the provisions of the Agreement not specifically amended thereby will remain in full force and effect.

18. **Anti-kickback.** No officer or employee of Parties, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in this Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from any person with an interest in this Agreement.
19. **Business License.** Service Provider shall, prior to performance of any work under this Agreement, apply for and obtain all business licenses necessary to operate in Spokane County, as applicable (please contact the Washington State Department of Licensing at (360) 664-1400 or online at [www.dol.wa.gov](http://www.dol.wa.gov) for more info).
20. **Non-waiver.** Any waiver of the terms and conditions hereof must be explicitly in writing.
21. **Severability.** Should any section, or portion thereof, of this Agreement be held invalid by reason of any law, statute, or regulation existing now or in the future in any jurisdiction by any court of the competent authority or by a legally enforceable directive of any governmental body, such section or portion thereof will be validly referred so as to approximate the intent of the Parties as nearly as possible and, if unreformable, will be deemed divisible and deleted with respect to such jurisdiction, but the Agreement will not otherwise be affected.
22. **Force Majeure.** Neither Party will be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, riot, epidemic, pandemic, acts of God or under the public enemy, acts of terrorism, acts of war, unusually severe weather, legal acts of public authorities, public carries, or other circumstances which cannot be forecast or provided against.
23. **Time is of the Essence.** Time is and will be of the essence for each term and provision of this Agreement.
24. **Headings.** All headings appearing in this Agreement have been inserted solely for convenience and ready reference. They do not define, limit, or extend the scope or intent of any sections to which they pertain.

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Agreement this \_\_\_\_\_ day of June, 2023.

CITY OF MEDICAL LAKE

By: \_\_\_\_\_  
Terri Cooper, Mayor

SKYHAWKS SPORTS ACADEMY, INC.

By: \_\_\_\_\_  
Louis Johnson, EWA & ID Area Manager

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 23-608**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE AMENDING THE  
SUMMER PARKS LABORER POSITION TITLE AND ASSOCIATED JOB  
DESCRIPTION.**

WHEREAS, The City of Medical Lake ("City") staff recommends the updating the existing position title and job description of Range 11, Summer Parks Laborer position; and

WHEREAS, the Mayor and City Council find that the attached job description serves the best interest of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

**Section 1.** Parks Maintenance Job Description. The City Council hereby amends the position title of Summer Parks Laborer, hereafter titled Parks Maintenance, and adopts the attached job description for the position. The City Council finds the job description will assist the City in employing an individual on the basis of ability, education and training or experience to perform the duties of this position. Minor changes may be made to the Job Description by approval of the Park Advisory Board. The Mayor and Council reserve the right to waive any job qualification to serve the interests of the City.

**Section 2.** Employee. Employee shall exercise his/her best efforts and due diligence in order to perform the duties of the position or employment, which are set forth in the job description and/or by union contract.

**Section 3.** Effective Date. This Resolution shall be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor, Terri Cooper

Attest:

Approved as to Form:

\_\_\_\_\_  
Finance Director, Koss Ronholt

\_\_\_\_\_  
City Attorney, Sean P. Boutz

# City of Medical Lake



## Job Description

**Job Title:** PT Parks Maintenance Worker **Department:** Parks & Recreation

**Reports To:** (See Specialized Roles) **Effective Date:** 7/1/2023

**Compensation:** \$17.77 to \$24.22 per hour

### Major Function and Purpose

This position has responsibility for mowing, cleaning parks, maintaining sports fields, monitoring irrigation and sprinkler systems, cleaning and stocking rest rooms, and installing and maintaining landscaping. This position interacts with citizens, community organizations, and other city staff. This position requires strong communication skills and the ability to provide and maintain a safe work environment.

### Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. PT Park Maintenance Workers will be assigned a specialized role based on the City's needs and skills possessed by the employee. They will also be provided specialized training to provide back-up for other Parks Maintenance Workers' roles as needed. Employees occupying the position will be required to follow and perform any other job-related instructions and/or duties requested by a supervisor.

PT Parks Maintenance Workers, Specialized Roles:

1. Perform the full scope of grounds keeping duties.
2. Monitors quantity of all supply and materials and notifies supervisor when purchasing is necessary.
3. Debris and garbage removal within City limits, including but not limited to City owned parking areas, right of ways, City buildings, City Parks, and City owned garbage containers.
4. Other Duties as assigned.

## **Knowledge, Skills and Abilities**

1. Knowledge of basic landscaping methods.
2. Safe work practices.
3. Establish and maintain effective working relationships.
4. Able to understand and execute oral and written directions.
5. Attention to detail.
6. Basic understanding of machinery being used to complete assigned tasks.

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees in this position will work in the following conditions:

- The employee primarily works outside in weather conditions.
- Required to work primarily in the field.
- Exposed to inclement weather conditions and hazardous construction situations.
- Duties require strenuous physical activity and include standing, stooping, crawling, and twisting. Incumbents must be able to lift up to 50 pounds and able to perform duties that include getting in and out of excavations.
- Occasionally exposed to wet, dusty, high temperatures and/or humid conditions, toxic or caustic chemicals, and various weed, grass, and tree allergens.
- Can have a high level of noise. Ear Protection Provided.

## **Contacts and Relationships**

In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

## **Tools and Equipment Used**

Employees will be required to handle a variety of landscaping equipment including but not limited to push and riding mowers, line trimmers, edgers, pruners, shovels, rakes, UTV, etc.

## **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to walk, sit and talk, or hear. The employee is occasionally required to use hands to handle, or operate tools, sporting equipment, or controls, and to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **Experience and Training**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

- Knowledge of maintenance of parks and grounds equipment and basic mechanics.
- Must possess a valid driver's license.
- Must be at least 18 years of age.
- Successfully complete a criminal history background check.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.*

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Signature

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Date