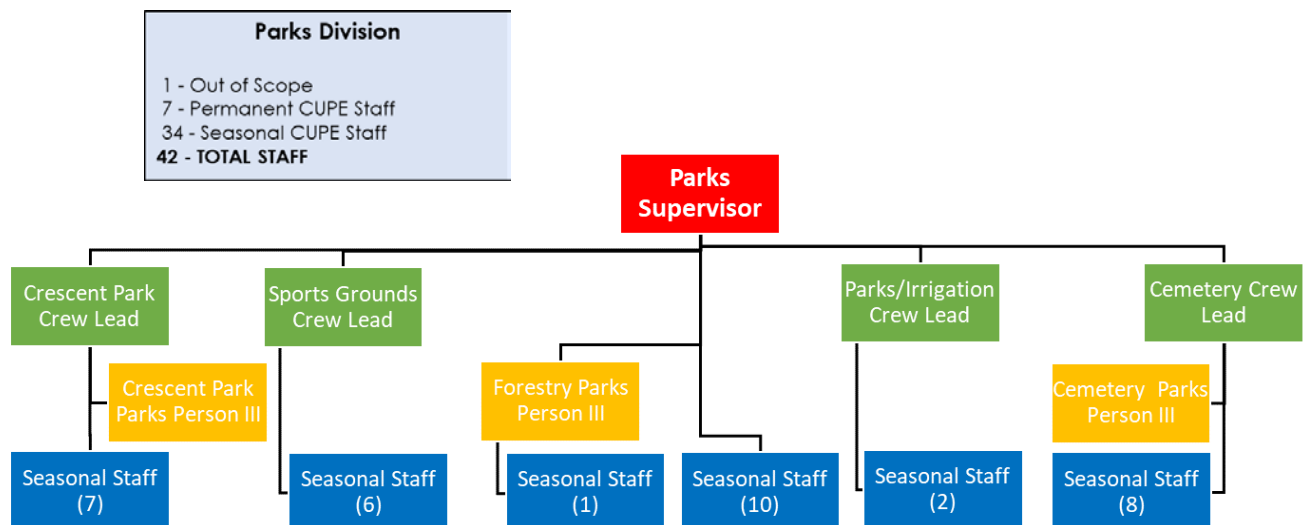


## Attachment A

### Parks Division Staffing and Responsibilities



### Out of Scope Parks Supervisor

The Parks Supervisor is responsible for managing the day to day activities in the Parks Division.

Duties Include:

- Directing and supervising the preventative and ongoing maintenance programs for all park's property including cemeteries, sports fields, playgrounds, boulevards, ditches, open space, forestry and City owned properties.
- Managing the day to day responsibilities of City Complex staff which includes the mowing, watering, weeding, and forestry crews.
- Ensuring all activities related to the operation and maintenance of parks and sports fields are recorded with regular status reports to the Operations Manager.
- Ensuring that service standards are maintained and that proper inspections are completed in all areas.
- Being available for after-hours call outs due to emergency situations.
- Managing Parks Division staffing including selection, orientation, training, evaluation, discipline and overall performance management.
- Ensuring timecards, work orders and reports as well as records on staff and activities are completed in an accurate and timely manner.
- Serving as a Municipal Inspector as it relates to the provincial Forest Resources Management Act and Weed Control Act.
- Ensuring all Parks Division staff are properly trained on safe working procedures and practices, proper care and maintenance of tools and equipment and ensuring adherence to the current Occupational Health and Safety Act and Regulations.

- Ensuring the completion of accurate and timely horticultural programs such as tree and flower planting, and tree pruning.
- Ensuring that complaints and problems identified by the public through the City's Request for Service system are investigated and rectified in a timely manner.
- Assisting in the development of Department policies and reports related to the operation and maintenance of City Parks.
- Assisting in the preparation of a financial resource program including annual operating and capital budget submissions as well as assisting with the development of the Department's equipment reserve budget which includes annual adjustment of rental rates as well as the annual acquisition of fleet.
- Management of construction and renewal projects within the Parks Division.
- Management of the Parks Division fleet including utilization, scheduling, maintenance and storage.

### Cemetery Crew

#### Areas of Focus

- Rosedale and Moose Jaw Cemeteries
- 60 acres of developed park space and 35 acres on undeveloped space.

#### Staffing

- Supervised by fulltime Cemetery Crew Lead and Parks Person III
- 8 seasonal staff - 2 start as early as April 1<sup>st</sup> progressively increasing to 8 for most of the season and then steadily decreasing starting September 1<sup>st</sup> and ending by October 31<sup>st</sup>.

#### Duties

- Park Maintenance: mowing, trimming, leaf clean-up, fertilizing, aerating, overseeding, weed control, garbage pickup and emptying of receptacles, ground water mitigation, maintenance of all benches, pathways, fencing, lights, signage.
- Tree Maintenance: planting, watering, pruning.
- Horticulture: maintenance of all shrub/flower beds and hedges.
- Irrigation Systems: regular maintenance, startups and shutdowns.
- Cemetery Operations: opening and closing of all cemetery burials, administrative duties for burials, marking locations for monument permits, locating graves for the public.
- Cemetery Maintenance: leveling of sunken graves and over seeding/sodding, cemetery road maintenance.
- Equipment Maintenance: maintenance and inspections of all Parks fleet and equipment used in City cemeteries.
- Building Maintenance: general maintenance and cleaning of all buildings within City cemeteries.

## **Crescent Park Crew**

### Areas of Focus

- Crescent Park
- 28 acres of irrigated green space,
- Crescent Park pathways
- 1,265 ft serpentine
- Spray park, paddling pool, playground, bowling green and amphitheatre.

### Staffing

- Supervised by fulltime Crescent Park Crew Lead and Parks Person III
- 7 seasonal staff - 2 start as early as April 1<sup>st</sup> progressively increasing to 10 in May/June, then down to 7 for July/August, then steadily decreasing to 2 by October 31<sup>st</sup>.

### Duties

- Park Maintenance: mowing, trimming, leaf clean-up, fertilizing, aerating, overseeding, weed control, garbage pickup and emptying of receptacles, weekly cleaning of fountain, ground water mitigation, maintenance of all benches, bridges, pathways, decks, fencing, lights, signage.
- Tree Maintenance: planting, watering, pruning, elm banding.
- Horticulture: maintenance of all shrub beds, rose bed, flower beds and hedges including rototilling, planting, watering, weeding, trimming.
- Serpentine Maintenance: weed control, garbage clean-up, storm response.
- Bowling Green Maintenance: mowing, rolling, fertilizing.
- Irrigation Systems: regular maintenance, startups and shutdowns.
- Building and Facility Maintenance: general maintenance of all buildings as well as the playground, spray park, paddling pool, and amphitheatre.
- Equipment Maintenance: maintenance and inspections of all Parks fleet and equipment used in Crescent Park.
- Special Event Preparations: meeting user groups and assisting in the coordination of their events (Park Art, Canada Day Celebrations, weddings, Concerts in the Park, etc.)
- Installation of Bench in Memory benches.
- Public requests for service and graffiti and sharps response.

## **City Complex Crew**

### Areas of Focus

- City's urban forest (all city trees)
- City boulevards, medians, roadsides, raised flower beds, parking lots
- Pathways (73kms)
- Natural parks (Sunningdale Nature Park, Spring Creek, Happy Valley, Iron Bridge, tatawaw Park, Dog Parks, Bike Park, etc.),

### Staffing

- Supervised by Out of Scope Parks Supervisor and Parks Person III – Forestry.

- 11 seasonal staff - 3 start as early as April 1<sup>st</sup> progressively increasing to 10 for most of the season and then steadily decreasing starting September 1<sup>st</sup> and ending by October 31<sup>st</sup>.

#### Duties

- Park Maintenance: mowing, trimming, fertilizing, overseeding, weed control, garbage pickup and emptying of pathway/park receptacles, refilling doggy bag stations, storm response, stump post repairs, maintenance of all pathway benches, bridges, fencing, lights, signage, gazebos.
- Pathway Maintenance: raking and rebuilding.
- Horticulture: installation and maintenance of all City flowerpots and raised planters including soil preparation, planting, weeding, and year-end removal.
- Forestry Crew: pruning program/requests for pruning, storm response, Dutch Elm Disease removals and sampling, installing insect traps, capital project tree removals and pruning, stump removals, flag and banner installations.
- Water Truck: Watering of all new City trees (3 to 5 years), flowerpots, hanging baskets, raised planters.
- Pest Control: beavers, gophers, etc.
- Equipment Maintenance: maintenance and inspections of all Parks fleet and equipment used by this crew.
- Special Event Preparations: meeting user groups and assisting in the coordination of their events in Happy Valley or tatawaw Park.
- Installation of Bench in Memory benches.
- Public requests for service and graffiti and sharps response.

### Sports Grounds & Playgrounds Crew

#### Areas of Focus

- Sports Grounds
  - Admiral Park (Soccer, playground, outdoor rink) – 7.9 acres
  - Bell Park (Baseball diamonds) – 27.8 acres
  - Caribou Heights (Football, soccer softball) – 12.5 acres
  - Chrichton Park (Baseball, playground, soccer) – 8.3 acres
  - McCullough Field (Baseball diamonds) – 8.2 Acres
  - Optimist Park (Softball and playground) – 2.8 acres
  - Parkhill (Baseball and playground) – 6.7 acres
  - Regal Heights (Baseball, soccer, playground, outdoor rink) – 10.5 acres
  - Smith Park (Soccer, parking lot) – 6.9 acres
  - Sunningdale Park (Soccer, playground, outdoor rink and park area) – 11 acres
  - Other (2<sup>nd</sup> & Laurier, PlaMor, Ross Wells) – 4 acres
  - 96 Summer Games (Soccer) – 11 acres
  - 2005 Summer Games (Soccer) - 6.9 Acres
  - **Total = 124.5 acres**
- Playgrounds
  - East End - 2 acres
  - 4<sup>th</sup> & Oxford - .6 acres

- Henleaze – 1.8 acres
- Hillcrest – 1 acre
- Hopkins – 1.4 acres
- Keith Crescent - .9 acres
- Kinfield - .5 acres
- Kiwaniland - .5 acres
- Moose Square – 2.4 acres
- Peter Pan - .5 acres
- Knights of columbus 2.2 acres
- Smith Park 4 acres
- West End – 1.7 acres
- Valleyview - .2 acres
- Westheath - .2 acres
- Belmont .8 acres
- Woodlilly – 1 acre
- West Park – 7.9 acres
- New rock – .7 acres
- **Total = 24.99 acres**
- Neighborhood Parks
  - Sunningdale Coulee – 51 Acres
  - Spring Creek – 44 Acres
  - Elgin Park – 3.9 acres
  - Town and Country Park – 1.5 acres
  - Happy Valley – 6.75 Acres
  - Crescent Park – 28 acres ( treat Crescent Park seperately)
  - Iron Bridge – 35 Acres
  - Regal Park 10 Acres
  - **Total = 180.5 acres**

#### Staffing

- Supervised by fulltime Sports Grounds Crew Lead
- 6 seasonal staff - 2 start as early as April 1<sup>st</sup> progressively increasing to 6 for most of the season and then steadily decreasing starting September 1<sup>st</sup> and ending by October 31<sup>st</sup>.

#### Duties

- Park Maintenance: mowing, trimming, fertilizing, aerating, overseeding, weed control, garbage pickup and emptying of park receptacles, leaf cleanup, refilling doggy bag stations, maintenance of all park benches, fencing, lights, signage, gazebos.
- Sport Ground Maintenance: mowing, trimming, yolk raking, baseball diamond raking, line painting, fertilizing, overseeding, weed control, garbage pickup and emptying of sports grounds receptacles, maintenance of all outdoor rinks, dugouts, benches, fencing, lights, signage.
- Playground Maintenance: rototilling, weed control, playground inspection/repairs.
- Building Maintenance: general maintenance and cleaning of all buildings at playground and sports ground sites.

- Pest Control: primarily gophers.
- Equipment Maintenance: maintenance and inspections of all Parks fleet and equipment used by this crew.
- Special Event Preparations: meeting user groups and assisting in the coordination of their sporting events.
- Public requests for service and graffiti and sharps response.

### **Irrigation Crew**

#### Areas of Focus

- All irrigated areas on City of Moose Jaw property.
- City spray parks and paddling pools.

#### Staffing

- Supervised by fulltime Irrigation Crew Lead
- 2 seasonal staff - start as early as May 1<sup>st</sup> and end by October 31<sup>st</sup>.

#### Duties

- Annual maintenance and operation of all irrigation systems other than the Cemeteries and Crescent Park: function of controllers, individual sprinklers, line breaks, repairs to valve boxes, etc.
- Annual sprinkler head replacements and backflow valve installations.
- Maintenance of the water functions of Spray Parks: Elgin Park, South Hill and East End.
- Startup of all irrigation systems in the spring and shut down (winterizing) in the fall.
- Annual installation and removal of water meters for all irrigation systems.
- Winterizing of all non-heated buildings that have water in the summer.
- Responding to Requests for Service concerning irrigation issues.
- Locating irrigation lines for construction projects.
- Equipment Maintenance: maintenance and inspections of all Parks fleet and equipment used by this crew.