



# PARKS, RECREATION & FORESTRY

1900 AVIATION DRIVE  
WAUKESHA, WISCONSIN 53188-2471  
TELEPHONE 262/524-3737 FAX 262/524-3713

Ron Grall, Director

rgrall@ci.waukesha.wi.us

## MEMORANDUM

DATE: November 7, 2014

TO: Human Resources Committee  
Ald. Francoeur, Chairperson; Ald. Skinner; Ald. Thieme  
Ald. C. Payne, Ald. Johnson

FROM: Ron Grall, Director  
Pete Traczek, Parks and Forestry Operations Manager

RE: Parks Maintenance Staff Repurposing Temporary Wages

---

The Waukesha Parks, Recreation & Forestry Department evaluates department needs regarding staffing on an ongoing basis. The needs and goals of the **Parks Division** continue to change as opportunities and challenges develop. Recent adjustments to parks maintenance staffing levels necessitate changes in order to provide a consistent level of service to the City of Waukesha residents.

The Parks Division Staff Repurposing plan is based on the following initiatives:

- All wages for proposed changes are part of the current 2015 budget but would change from the Parks Wages Temporary, (5520.51250) account to the Parks Wages Permanent (5520.51210) account.
- The Staffing Resolution would need to change to reflect an additional .5 Full-Time equivalent employees.
- We would like this to go into effect with the first pay period of 2015.
- Since 2012, the Buildings Division has hired two Temporary II seasonal employees to support our full time staff performing general custodial and building maintenance duties.
- Our recommendation is to change **one Temporary II position**, working full time (40 hrs. per week) for approximately 6 months per year(1200 hrs.), **to one Permanent Part –Time position** working 20 to 25 hr.'s per week year round. This individual would work a shift Monday to Friday, from 7am to 11am.
- Additional paid benefits would include holiday, sick leave and vacation eligibility
- This would reduce hiring time and decrease staff training of a new employee twice per year.
- This repurposing would allow our full time **Skilled Trades** staff to focus on mechanical system maintenance and relieve them from routine custodial duties like opening and closing park shelters. Prior to 2014 these duties were paid on an overtime basis.

The following attached documents will further clarify the requested changes:

- Parks Division Organizational Chart 2009
- Job Descriptions for both Permanent Part-Time, and Temporary II Buildings
- 2014 & 2015 Utilization Plans

We feel the proposed staff repurposing plan provides the most viable strategy and best opportunity to successfully complete the departments existing level of quality services and meet future community needs.

We thank you for your consideration on this matter.

CC. Mayor Shawn Reilly  
Ed Henschel City Administrator  
Donna Whalen, Human Resources Manager  
Rich Abbott Finance Manager  
Ald. Johnson, Rep. PRF Board



