Lee County Board Of County Commissioners											
Agenda Item Summary Blue Sheet No. 20050009  1. REQUESTED MOTION:											
ACTION REQUESTED: Request Board approve increase of existing Parks & Recreation Maintenance Specialist, Sr. position, #02615, from part-time (58 hours bi-weekly) to full-time status (80 hours bi-weekly). This will enable staff to improve the efficiency and operations of the office buildings at Terry Park.  WHY ACTION IS NECESSARY: Board must approve all position status changes.											
WHAT ACTION ACCOMPLISHES, Issued											
WHAT ACTION ACCOMPLISHES: Increasing position to full-time status provides adequate hours needed for cleaning and maintaining office buildings at Terry Park, eliminates the need for contract cleaning and saves money.											
2. <u>DEPARTMENTAL CATEGORY</u> : 3. <u>MEETING DATE</u> :											
COMMISSION DISTRICT # C1/1H 03-15-2005											
4. AGENDA:			5. REQUIREMENT/PURPOSE:				6. REQUESTOR OF INFORMATION:				
	<del></del>			(Specify)							
X CONSENT			STATUTE				A. COMMISSIONER				
ADMINISTRATIVE			ORDINANCE				B. DEPARTMENT Parks & Recreation				
APPI	APPEALS			ADMIN.			C. DIVIS	SION	:		
PUBI	PUBLIC			X CODE				RV∙ Iohn Varb	rough Dont Director		
WALK ON			A OTHER				BY: John Yarbrough, Dept. Director				
TIMI	E REQUIRED	:						Thurs			
7. BACKGROUND:											
Janitorial Services for Parks & Recreation Administrative Building and Annex are currently under Annual Quote with Maintenance of Florida Inc. at a cost of \$15,600 annually; the quote for Extension Services is \$19,200 annually, for a total annual expense of \$34,800. This quote will not be renewed and will terminate on 03/31/05. We are requesting that an existing Parks & Recreation Maintenance Specialist, Sr., position, #02615, be increased from part-time (58 hours) to full-time (80 hours) status for an annual salary of approximately \$33,488. We have determined that this position would provide sufficient coverage for cleaning and maintenance of all office buildings at Terry Park (Administration, Annex, Extension Services). Having more staff time will also allow us to keep up with the increasing demands of the public and in maintaining a safe and well-groomed facility.											
The difference in funds, including fringes, required to complete this action will be approximately \$10,943. By not renewing the Janitorial contract we will see a savings of \$1,312. Funding will be made available in account KH5722015500.501210 and KH5370100100.501210.											
			9	. REC	OMMENI	DED APPR	ROVAL:				
icin											
A Department Director	B Purchasing or Contracts	C Hum Resou	ıan (	D Other	E County Attorney		Budget	F Services 3/465	G County Manager		
Ju - 05	MA			*		OA OA	QM	Risk GC			
2715.05	<b>6</b>	$ \mathcal{Y}^{\sigma} $	u or.		अञ्चल	31105	3/2/05	3/160			
10. COMMIS	SION ACTIO	<u>N</u> :				1.2.11	1	7 13/11/8			
APPROVED DENIED DEFERRED OTHER					Dat Tim	Rec. by CoAtty  Date: 157  Time: COUNTY ADMIN: COUNTY ADMI					
						1391	4	1	<u>`</u>		



## REPORT OF PERSONNEL ACTION

Department/Division:	Parks & R	ecreation	Effective Date:	Effective Date:					
Employee Name:	VACANT	Sept Manage MIX	Employee ID#						
(Last Name, First Name, MI)  Check all actions that apply:									
EMPLOYEE ACTION	<u>IS</u>	PERSONNEL STATUS CHAN	GES POSITION CON	POSITION CONTROL ACTIONS					
☐ Transfer	_ <del>_</del>	☐ Regular		☐ New Position					
*TRANSFER REAS	ON	*STATUS REASON		*POSITION TYPE					
		☐ Probationary	, , , , , , , , , , , , , , , , , , , ,						
Salary Change		*STATUS REASON	Blue Sheet #:	Blue Sheet #:					
*SALARY CHG REA	\SON	☐ Temporary/On-Call Hire		Board Date:					
Percentage	%	*TYPE OF STATUS	Grant Exp. Date:						
TAD End Date			Position End Dat	Position End Date					
☐ Shift Diff On	%	☐ Leave of Absence	i soliton End Dat						
☐ Shift Diff Off	%	☐ FMLA ☐ Workers Co	omp   Extend Temp	Position					
Shift End Date	<del></del>	*LEAVE PAY STATUS	·   —	FRS Eligibility Date					
☐ Change Hours		Type: *LEAVE TYPE		Position End Date					
☐ Change Distributio	n ID	7,50.	Position End D						
□ Extend Probation F	Period	☐ Termination	Account Strin	☐ Account String Change					
		Assignment Ended	Account Strin	Account String Change					
COMPENSATION ACT	<u> IONS</u>	- J	☐ Position Trans	☐ Position Transfer					
☐ Re-classification		☐ FRS Drop	- Coldon Trans	Tosidon Transler					
Re-grade		☐ Dual Employment	☐ Inactivate Pos	ition					
☐ Re-title		*ON/OFF Pos#	—						
COMMENTS/REMARKS	); ;	e hours from PTE to FTE by BOC	c action dated						
Position Title	P/P Maint	tenance Specialist, Sr.		ТО					
Position Type	Part Time								
Home Dept/Div Code			Full Time	Full Time					
	KH-P								
Position Number 02615									
Position Group Code 51870									
Position Pay Grade 008									
Distribution ID KH408									
Bi-Weekly Hours	58		80	80					
Bi-Weekly Salary									
Hourly Rate									
Employee Status									
	Accour	of Diotribution (attack addition							
KH5722015500.50121	Accoui	nt Distribution (attach addition	iai sneet if necessary)						
KH5370100100.50121				65 %					
1013370100100.50121	<u> </u>			35 %					
Division Division			Alu VarCI	2 15-03					
Division Director  Wy (190-	ctini	Date Depa 3/// <i>o</i> .S	rtment Director 🔼	Date					
Budget Services		Date Huma	n Resources	Date					
Form Completed D.	Eaus E		24,0						
Form Completed By _	Faye Fowle	er Form	Completed On 01/20/	05					

## PARKS & RECREATION MAINTENANCE SPECIALIST, SR. Salary Grade 8

LOCATION: Terry Park

WORK HOURS: Hours and Days will vary

This position is responsible for a variety of maintenance duties, including but not limited to: cleaning and maintaining buildings at Terry Park (Admin Bldg, Annex, Extension Services), minor repairs, assist in warehouse and with deliveries, set up and break down meetings rooms, and special projects as assigned. May involve supervision of community service workers, volunteers, etc. for various activities.

Requires any combination of education and experience equivalent to: Graduation from high school and one year experience in facility maintenance or related field. This is a 40-hour per week position with varying hours and days including weekends and evenings. Must have the ability to work independently, self prioritize projects/jobs and deal with customer concerns as necessary.

Must be comfortable in making routine decisions within the scope of assigned responsibilities. Possession of a valid Florida Class "E" driver's license with an acceptable driving record is required. Prefer ability to operate forklift or ability to obtain forklift certification within 3 months of employment.