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6/31/19

RESOLUTION NO. 2019 - 150

A RESOLUTION ACCEPTING AND APPROVING AN UPDATED JOB DESCRIPTION AND RATE OF PAY FOR THE POSITION OF PART-TIME GYM SUPERVISOR, FOR THE CITY OF ROCK SPRINGS, WYOMING.

WHEREAS, the City of Rock Springs wishes to create and update a job description and rate of pay for the Part-Time Gym Supervisor; and,

WHEREAS, the Governing Body of the City of Rock Springs has said job description before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the updated job description for the Part-Time Gym Supervisor, attached hereto and by this reference made a part hereof, is hereby accepted and approved by the Governing Body of said City.

PASSED AND APPROVED this _____ day of _____, 2019.

President of the Council

Mayor

Attest:

City Clerk

CITY OF ROCK SPRINGS
PART TIME GYM SUPERVISOR

DEFINITION:

Under direction, to plan, organize, coordinate and conduct one or more specialized recreation programs or activities and to provide a variety of recreational support duties.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over lower level staff and facility patrons.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Plan, schedule, implement, coordinate, supervise and evaluate City sponsored recreation programs in a variety of areas including gymnasium, racquetball courts, special events, fitness classes, pool facility, instructional classes, youth and adult sports, as well as teen, preschool and senior citizen programs and contract activities.

Direct recreation programs and activities; maintain and record program revenues and expenditures; develop expenditure plans; maintain accurate records of programs and participants.

Evaluate community needs and interest; recommend new recreation programs.

Prepare promotional materials, program evaluations, correspondence and reports.

Monitor the use of City recreation facilities by user groups; assist and enforce established rules of facility use and participant conduct.

Maintain and clean weight room equipment.

Teach fitness classes, swimming lessons, water aerobics and weight training.

Respond to and resolve inquiries and complaints including handling public relations and customer service issues.

Perform a variety of administrative and clerical duties; operate a variety of modern office machines including computers, printers, copiers and calculators.

OTHER JOB RELATED DUTIES:

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Operations, services and activities of a comprehensive recreation program.

Pertinent federal, state and local laws, codes and regulations including administrative and departmental policies and procedures.

First aid methods, practices and safety precautions. Principles and practices used in dealing with the public.

Principles and practices of data collection and report preparation.

Techniques used in public relations.

Principles of budget preparation and control.

Basic mathematical principles.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize and schedule specialized recreational activities and events.

Perform responsible and difficult recreation program coordination work involving the use of independent judgement and personal initiative.

Handle emergency situations and administer first aid when required.

Prepare and maintain accurate and complete records.

Interact effectively and sensitively with individuals and groups from diverse backgrounds.

Prepare and deliver effective oral presentations.

Work independently in the absence of supervision.

Provide supervision and training to assigned staff.

Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.

Respond to requests and inquiries for information regarding recreation and facility use policies and procedures.

Independently compose correspondence and memoranda.

Analyze situations carefully and adopt effective courses of action.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Experience in organizing, coordinating or scheduling recreational programs.

Training:

Experience in recreation administration or a related field.

License or Certificate:

Possession of CPR and First Aid Certificates.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Depending on assignment, may require Pool Operator's Certificate, Water Safety Instructor's Certificate, Lifeguard's Certificate, Water Fitness Certificate, Climbing Wall Certificate, Personal Trainer Certificate or Group Fitness Certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, swim, ice skate and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for evening meetings and events scheduled during on-working hours.

Effective October 2019.



Rock Springs Parks & Recreation Department

3900 Sweetwater Drive, Rock Springs, WY 82901

(307) 352-1440 • FAX (307) 352-1444

P & R - #19-37

M E M O

To: Honorable Mayor Timothy A. Kaumo and City Councilors

From: David M. "Dave" Lansang – Director – Parks and Recreation Department

Re: **City Council Agenda Items – City Council Meeting –
Tuesday, November 5, 2019**

The following items are being placed on the City Council agenda by the Parks and Recreation Department for the above stated meeting date:

- Permission to apply for two grants from the Sweetwater County Joint Travel & Tourism Board. In the past, we have been successful in obtaining grants for the Wind & Mud and Drop In Hockey Tournaments.
- Resolution to accept a new job description and wage adjustment for the Part Time Gym Supervisor Position at the Family Recreation Center.



Rock Springs Parks & Recreation Department

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October 15, 2019

P & R - #19-36

To: Honorable Mayor Timothy A. Kaumo and City Councilors

From: David M. "Dave" Lansang – Director – Parks and Recreation Department

Re: Wage & Job Description Changes at Family Recreation Center

Just recently, my department received a resignation from our Part-Time Senior Recreation Supervisor, Tina Dudic. Tina was with the department for decades and her main responsibility in recent years has been to supervise the facility on various evenings and also to develop, maintain and schedule the fitness program (fitness classes) at the Family Recreation Center (FRC) along with teaching a few classes a week.

As a result of her recent and lengthy absence, we have found alternative ways in which to facilitate her job responsibilities in a different fashion and I am recommending the following staffing changes which will allow the FRC to function more effectively while also saving more money:

First, I recommend eliminating the Part-Time Senior Recreation Supervisor position altogether, a savings of \$30,512.18. However, in order to cover all the duties of this position, I am recommending a slight increase in the number of Part-Time Gym Supervisor hours from 2,340 hours per year (in the current budget) to 3,000 hours per year. In addition, my recommendation is to compensate the two Part-Time Gym Supervisor positions at \$15.00 per hour, rather than the current \$10-12 range. Both Part-Time Gym Supervisors will be required to carry out additional responsibilities such as closing the entire facility at the end of the day and managing any patron conflicts or building challenges that may occur on their shift. My goal will be to attract and retain mature adults in these two positions who have experience in fitness and recreation and it has been very difficult to employ this type of individual at the (current) lower wage.

One of these (PT Gym Supervisor) positions is currently filled by an employee who came out of retirement several years ago to work for us part-time and he has a great deal of gym experience and actually accepted many additional responsibilities at the current pay rate. I have a second employee, a fitness instructor who has taken on additional duties in Ms. Dudic's absence, who is interested in the other position if it were compensated beyond today's current wage. So, if the wage for a PT Gym Supervisor can be compensated at \$15.00 per hour, I can also eliminate a fitness instructor position at an annual savings of \$7,844.00.

In summary, the current wage/benefit costs to cover or (current) traditional practice is \$67,088.78. If this recommendation is approved, I will be able to improve upon our facility coverage and practices for a total cost of \$49,729.50 and a net savings of \$17,359.28 in the process. These figures have been provided by Matt McBurnett.

I apologize for any confusion resulting from the above explanation and am very willing to answer any questions and discuss these adjustments in person with any of you, as needed. Thank you in advance for consideration of my recommendation.

Part Time and Seasonal Employee Pay Scale - 2019

Title	Wage Range	
Summer Intern	\$	9.00 \$ 11.00
Receptionist - PT	\$	9.00 \$ 11.00
Museum Technician - PT	\$	9.00 \$ 11.00
Pro Shop Attendant	\$	9.00 \$ 11.00
Laborer - Summer	\$	9.00 \$ 11.00
Driving Range Attendant	\$	9.00 \$ 11.00
Camp Counselor	\$	9.00 \$ 11.00
Ice Arena Worker	\$	9.00 \$ 11.00
Ice Arena Instructor	\$	9.00 \$ 11.00
Day Care Attendant	\$	9.00 \$ 11.00
Custodian - PT	\$	9.25 \$ 11.25
Arts & Crafts Attendant	\$	9.25 \$ 11.25
Instructors - i.e. Climbing Wall	\$	9.50 \$ 11.50
Adult Supervisor	\$	9.50 \$ 11.50
Gym Supervisor - PT	\$	15.00 \$ 15.00
Laborer - Seasonal	\$	9.50 \$ 12.00
Lifeguard	\$	10.00 \$ 11.00
Lifeguard Instructor (WSI)	\$	10.50 \$ 11.50

Employees would be eligible for a wage adjustment of up to \$0.25 based on their performance.

Part Time and Seasonal Employee Pay Scale

Title	Current Wage	Proposed Wage	
Summer Intern	\$ 10.00	\$ 9.00	\$ 11.00
Receptionist - PT	\$ 10.00	\$ 9.00	\$ 11.00
Museum Technician - PT	\$ 10.00	\$ 9.00	\$ 11.00
Pro Shop Attendant	\$ 10.00	\$ 9.00	\$ 11.00
Laborer - Summer	\$ 10.00	\$ 9.00	\$ 11.00
Driving Range Attendant	\$ 10.00	\$ 9.00	\$ 11.00
Camp Counselor	\$ 10.00	\$ 9.00	\$ 11.00
Ice Arena Worker	\$ 10.00	\$ 9.00	\$ 11.00
Ice Arena Instructor	\$ 10.00	\$ 9.00	\$ 11.00
Day Care Attendant	\$ 10.00	\$ 9.00	\$ 11.00
Custodian - PT	\$ 10.25	\$ 9.25	\$ 11.25
Arts & Crafts Attendant	\$ 10.25	\$ 9.25	\$ 11.25
Instructors - i.e. Climbing Wall	\$ 10.50	\$ 9.50	\$ 11.50
Adult Supervisor	\$ 10.50	\$ 9.50	\$ 11.50
Gym Supervisor - PT	\$ 10.50	\$ 9.50	\$ 11.50
Laborer - Seasonal	\$ 10.75	\$ 9.50	\$ 12.00
Lifeguard	\$ 10.50	\$ 10.00	\$ 11.00
Lifeguard Instructor (WSI)	\$ 11.00	\$ 10.50	\$ 11.50
Average	\$ 10.24	\$ 9.28	\$ 11.19

Average of Range \$ 10.24

Employees would be eligible for a wage adjustment of up to \$0.25 based on their performance..

	Seasonal	Max Seasonal	Lifeguard	Max Lifeguard	Lifeguard Shift Supervisor	Front Desk	Max Front Desk	Wage Adjustments Comments
Green River	\$11.00		\$12.51			\$11.33		
Sheridan	\$10.00							\$0.50 if return
Gillette	\$11.00	\$12.00						
Riverton	\$11.40	\$14.67						
Cody	\$10.12	\$10.76	\$ 9.49	\$ 11.39	\$ 15.30	\$ 10.12	\$ 10.76	
MHSC						\$ 12.11	\$ 17.05	This is a FT employee
Average	\$10.70	\$12.48	\$11.00	\$ 11.39	\$ 15.30	\$11.19	\$ 10.76	

Workforce Services states that most fast food, gas stations, summer labor positions run from \$8.75 - \$9.50. They believe that our starting wages for seasonals is good. If we were considering these positions to be year-round, they would suggest \$12.00 - \$15.00 starting wage. They call this a bread-winner wage.