

**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: 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. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #**

C11A

3. MEETING DATE:

03-15-2005

4. AGENDA:

- CONSENT
- ADMINISTRATIVE APPEALS
- PUBLIC WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Parks & Recreation
- C. DIVISION

BY: John Yarbrough, Dept. Director

John Yarbrough

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. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>J. Yarbrough</i>	<i>N/A</i>	<i>[Signature]</i>		<i>[Signature]</i>	<i>CAAM 3/2/05</i>				<i>[Signature]</i>
<i>2/15/05</i>				<i>2/28/05</i>	OA <i>CA 3/1/05</i>	OM <i>AK 3/2/05</i>	Risk <i>AK 3/1/05</i>	GC <i>CA 3/1/05</i>	

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: <i>2/25/05</i>
Time: <i>3:00</i>
Forwarded To: <i>[Signature]</i>

RECEIVED BY COUNTY ADMIN: <i>CA</i>
<i>2/28/05</i>
<i>11:30</i>
COUNTY ADMIN FORWARDED TO: <i>[Signature]</i>
<i>3/1/05</i>
<i>5:10</i>

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.