To: President and Members of the Munster Town Council

From: Dustin Anderson, Town Manager, and;
Wendy Mis, IAMC, Clerk-Treasurer

Copy to: Patricia L. Abbott, IAMC, MMC, Comptroller

Date: August 3, 2020

Re: Ord. 1804, Amendment No. 3 to the 2020 Salary Ordinance

For many years the Park and Recreation Department had a superintendent for maintenance of Centennial Park and another superintendent for all other Park facilities. Both of these individuals have left the employment of the Town.

Two employees at the Maintainer III classification took over temporarily for these vacancies. When an employee performs the duties of a higher job classification for an expected period of twenty or more working days, the employee is compensated at the minimum of the higher wage job grade, or 5% more than the employee's current hourly compensation, whichever is greater.

In 2019, Council authorized the consolidation of these two Superintendent positions into a single position. In the Spring of 2020, a Superintendent of Parks was hired.

There are many duties and responsibilities of the prior Centennial Superintendent that were not consolidated into the new position. These include the maintenance and operation of the methane generator, extensive irrigation system, and clubhouse and banquet center. These duties go beyond the scope of the Maintainer III job description.

Staff propose the creation of the Maintainer IV position in Parks and Recreation. This position title would be a Grade 9 position, exactly the same as the counterpart in Public Works.

To create this new position, it is necessary to amend the 2020 Salary Ordinance to Ordinance 1804 has been drafted for this purpose.

RECOMMENDED ACTION:

By motion and roll-call vote, suspend the rules, waive the readings, and adopt Ordinance 1804 on first reading as presented, temporarily authorizing five Crew Leaders in the Public Works Department.