

To: Mayor and City Council

From: Brent Walker, Parks and Recreation Director

Date: November 27, 2023

Re: Approval of a Contract Amendment with Lowe Engineers

### **Action**

Contract Amendment with Lowe Engineers to provide two additional staff for the Parks and Recreation Department.

### **Summary**

In October, Council approved the 2024 operating budget which included two new full-time employees in the Parks and Recreation Department, an Operations Associate and a Recreation Program Leader. A contract amendment in the amount of \$203,550 is required with Lowe Engineers to provide these staff services. The two new positions will greatly improve the department's ability to maintain City facilities and elevate customer service to park patrons. The job descriptions for each position are attached.

### **Recommendation**

Staff recommends the City approve a contract amendment in the amount of \$203,550 with Lowe Engineers to provide two additional full-time staff to the City's Parks and Recreation Department.



June 29, 2023

Mr. Brent Walker  
Parks and Recreation Director  
City of Dunwoody  
4800 Ashford Dunwoody Road  
Dunwoody, GA 30338

**Re: Dunwoody Parks Staffing – 1 Additional Position- Operations Associate  
Request for Contract Amendment**

Dear Brent:

Good day. In accordance with recent discussions concerning Parks staffing, I offer this letter and attachments for your consideration. We believe the Dunwoody Parks scope has changed and is continuing to change. The City has invested significantly in Parks, including new facilities and enhancements at the existing facilities and the Parks Department has taken over the responsibility for all maintenance of City Facilities, including City Hall. Accordingly, we are recommending the City allow us to add 1 full-time staff position, Park Operations Associate, effective January 1,2024. This position will serve predominantly in Facilities Maintenance. This position needs a truck to perform the services.

1. Park Operations Associate(salaried, 40- hrs per week, 1864 hs per year – full-time)

Position	2024 Raw Hourly Cost	2024 Loaded Monthly Cost @ 1.69 and 160 hrs	2024 Annual Loaded Cost @ 1.69 and 1864 hrs
1. Operations Associate– 1 each at salaried 40 hrs per week	\$29.45	\$7,963.28	\$92,774
2. Truck		\$1,500	\$18,000
3. Total			\$110,774

Accordingly, we are requesting a contract modification. Please let me know if you have any questions or need any changes. Thanks for this opportunity.

Regards,

Lowe Engineers, LLC  
Jon W. Drysdale, Jr., PE



June 29, 2023

Mr. Brent Walker  
Parks and Recreation Director  
City of Dunwoody  
4800 Ashford Dunwoody Road  
Dunwoody, GA 30338

**Re: Dunwoody Parks Staffing – 1 Additional Position- Full Time Recreation Leader (Salaried) And Request for Contract Amendment**

Dear Brent:

Good day. In accordance with recent discussions concerning Parks staffing, I offer this letter and attachments for your consideration. We believe the Dunwoody Parks scope has changed and is continuing to change. The City has invested significantly in Parks, including new facilities and enhancements at the existing facilities and increasing recreational programs is desired. Accordingly, we are recommending the City allow us to add 1 Full-Time staff position, effective January 1,2024.

- 1. Parks Recreation Leader (Salaried) – full-time, 40 hours per week, 1864 hours per year

The purpose of this job is to perform a variety of duties associated with creating and providing support to the Parks and Recreation Department to include but not limited to recreational programming, facility rentals, camps and special events. He/she will be responsible for assisting with the coordination of special events and programs with affiliated partners and will seek out new opportunities for partnerships and enhance the City's recreational offerings. They will also work closely with the Recreation Program Manager, City Public Relations Department to promote all City functions

Position	2024 Raw Hourly Cost	2024 Loaded Monthly Cost @ 1.69 and 160 hrs	2024 Annual Loaded Cost @ 1.69 and 1864 hrs
1. Recreation Leader – 1 each at salaried 40 hrs per week	\$29.45	\$7,963.28	\$92,774

Accordingly, we are requesting a contract modification. Please let me know if you have any questions or need any changes. Thanks for this opportunity.

Regards,

Lowe Engineers, LL  
Jon W. Drysdale, Jr., PE



**TITLE: Recreation Leader FT**

**DEPARTMENT: Parks and Recreation**

**Dunwoody Parks and Recreation, Who We Are:**

With more than 200 acres of green space, Dunwoody residents and visitors, of all ages, can enjoy the many activities found in any one of the city's seven major parks. Dunwoody's parks are home to several major community events each year including MLK Day of Service, the Groovin' on the Green concert series and Holiday Lights and offer a variety of activities including skating, tennis, and more.

**What We Need:**

The purpose of this job is to perform a variety of duties associated with creating and providing support to the Parks and Recreation Department to include but not limited to recreational programming, camps, special events, and facility rentals. Applicant will be responsible for coordinating special events and programs with affiliated partners and will seek out new opportunities for partnerships and enhance the City's recreational offerings. There will be a heavy emphasis on customer support, marketing support to the Recreation Program Manager.

**Duties and Responsibilities:**

- Assist with planning, implementing, directing, and evaluating all recreation activities, athletic programs and events as well as educational and instructional activities.
- Ensure recreational facilities are clean and available for rental groups
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
- Work independently and oversee activities at designated locations such as parks, school facilities, baseball/softball fields and other public facilities. Includes set up and take down at facilities and areas for special events; and enforcing permits at facility rentals and fields.
- Enforce City policies, procedures and park rules for non-profits, instructors, volunteers, and contracted facility renters as well as enforcements of all safety procedures.
- Maintain an effective working relationship with all City personnel, affiliated partners, state agencies, teams, league officials and instructors.
- Work with city staff members and departments to promote, market and publicize activities, events and programs.
- Ensure adherence to all State and Federal Regulations.
- All other duties as assigned.

**Who We're Looking For:**

- Successful practices and knowledge of principles, rules, and procedures of organized competitive sports, athletic and recreational programs, objectives of public recreation and athletic programs.
- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology to best serve the public and manage programs.
- Ability to understand, follow and complete oral and/or written directions.
- Ability to communicate and establish rapport, understanding and confidence with participants and the public; exercise independent judgment in the application of programs and procedures; plan, promote, organize, and coordinate athletic programs and events; and be a team player in the organization.



- Associates degree from an accredited college or university in Parks and Recreation Administration or closely related field OR
- One (1) year of progressively responsible related experience and/or training; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job
- Must possess and maintain a valid Georgia's driver license.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is frequently required to walk, climb, balance, stoop, kneel and crouch.
- The employee must occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee will regularly work outdoors. Exposure to all types of weather and will work around light and heavy equipment. Employee may be required to attend evening and weekend meetings.



TITLE: Parks and Recreation Facilities Associate  
 DEPARTMENT: Parks and Recreation

**JOB SUMMARY:**

The purpose of this job is to perform a variety of duties associated with providing support to the Parks and Recreation Department to include but not limited to facilities maintenance, janitorial and enhancements. He/she will be responsible for working with the Facilities Coordinator, scheduling upkeep and maintenance activities and supervising contracted services for routine maintenance, repairs and enhancements to the City's facilities. Duties are performed under the general supervision of the Park Facilities Coordinator and the Parks and Recreation Operations Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the scheduling of contract staff to include: prioritizing and assigning work; performance evaluations to ensure compliance with contract terms; ensuring contracted staff are trained; ensuring that contracted employees follow policies and procedures; maintaining a healthy and safe working environment.
- Assist with the development of bid specifications, proposal review and evaluation, and the award process
- Assists with the review of construction plans and ensures compliance with specifications
- Assists with the development and adjustment of park or facility maintenance schedules.
- Inspect parks and community facilities to ensure safety, cleanliness, and project tasks are completed properly.
- Assist in the scheduling of mopping, and maintenance of supplies in community and department facilities.
- Coordinates electrical, carpentry, plumbing repairs, and other maintenance on facilities, fences, and equipment.
- Monitors the safe environment and cleanliness of an assigned site(s).
- Completes forms and paperwork regarding daily operations.
- Reviews forms completed by contracted staff on operations, and develops supplemental reports.
- Attends staff meetings to discuss department needs and objectives.
- Itemizes repairs within work order based software applications
- Responds to citizen and department concerns for park facilities.
- Maintains communication with staff and general public regarding park projects and repairs.
- Performs other duties of a similar nature or levels.

**ASSOCIATED DUTIES:**

Attends seminars and workshops related to the Parks and Recreation Facilities Associates duties and responsibilities.



#### MINIMUM QUALIFICATIONS:

##### Education and/or Experience

- a) Associate's Degree in Parks and Recreation or a related field OR
- b) Two years of construction or skilled trades experience.  
or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

##### Necessary Knowledge, Skills, and Abilities

- a) Knowledge of skilled trades principles and practices.
- b) Knowledge of skilled trades equipment.
- c) Knowledge of basic business administration principles.
- d) Knowledge of construction principles.
- e) Knowledge of maintenance chemicals.
- f) Knowledge of personal computers and computer software applications.
- g) Knowledge of work order based software.
- h) Skill in prioritizing and assigning work.
- i) Skill in overseeing, scheduling and performing skilled trade activities and operating construction and maintenance equipment.
- j) Skill in ensuring the safety of parks and facilities.
- k) Skill in developing operating reports.
- l) Skill in performing basic electrical, carpentry, and plumbing.
- m) Ability to communicate verbally and in writing with staff members and supervisor.
- n) Ability to communicate and establish rapport, understanding and confidence with program participants and the general public.
- o) Ability to understand and follow verbal and written directions.

#### SPECIAL REQUIREMENTS:

- a) Must be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- b) Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints.
- c) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk and sit; talk and hear; use hands to finger, handle, feel or operate objects,



tools or controls; and reach with hands and arms. The employee is occasionally required to stoop, climb, crawl, crouch, kneel, or balance.

- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee's time is split between an office setting and field work. Tasks may involve extended periods of time at a keyboard or workstation. The employee frequently works in outdoor environments and is subject to inclement weather conditions. The employee is occasionally exposed to wet and/or humid conditions; airborne particles; machinery with moving parts; irritating chemicals; and dirt or grease.
- The employee must travel to different sites and locations and attend evening meetings.
- The noise level in the work environment may be moderate to loud.