

MEMORANDUM



Date: August 10, 2018
To: Joe Snook
Administrator of Parks and Recreation
From: David Dean
Superintendent of Recreation Services II
Re: Longview Community Center Budgets and Organizational Changes

At the July 2018 Park Board meeting, the board approved the acquisition of the Longview Recreation Center from the Junior College District of Metropolitan Kansas City (MCC). As previously discussed in closed session, staff identified approximately \$1,650,000.00 in proposed renovations to the facility. Attachment A is an overview of the revised renovation budget that includes facility improvements, FFE, IT infrastructure and contingency funds for the project. In addition, Attachment B provides information regarding the current availability of funds which can be allocated to fund the renovation. Staff proposes the funding for the renovation project totaling approximately \$1,650,000 be obtained from Parks and Recreation fund, the Legacy Park Community Center fund and the Parks COP Debt fund.

Proposed Motion: I move to approve the project renovation budget as outlined in Attachment A and approve an allocation of funds to be transferred from the Parks and Recreation fund (\$650,000), the Legacy Park Community Center fund (\$200,000) and the Parks COP Debt fund (\$800,000) in the total amount of \$1,650,000.00.

Next, staff developed an operational budget assuming an opening date of November 1, 2018. The year-end net shows a projected loss of \$147,460.00. Some revenue line items of special note include gate receipts and membership fees. The projected opening of November 1 puts the opening at the front end of the peak season for fitness facilities. Even with that, staff was conservative with the revenue projections, knowing it will take time to grow the membership base.

In gate receipts staff used 60% of the gates receipts (single visits) that is averaged at Legacy Park Community Center and membership fees, staff projected 3,900 units compared to 6,700 at Legacy Park Community Center. Membership revenues were projected to grow modestly throughout the fiscal year.

In the expense line items, it should be noted that full-time staffing levels have been minimized until the membership base dictates the need for additional full-time staff.

Any shortfall in this fund would be covered by fund 200 per the Fund Balance Policy



Proposed Motion: I move to approve the projected operational budget for the Longview Community Center as outlined in Attachment C and to cover any shortfall per the fund balance policy resolution that is included in the annual budget packet that is approved by the board.

Lastly, staff identified positions that either do not exist in the current pay plan or that need to have additional FTE's assigned for Longview Community Center operations, and/or to backfill positions at the Legacy Park Community Center which result from transferring staff to Longview. The positions which need to be added to the pay plan include the Legacy Park Community Center Manager and the Aquatics Supervisor (which will be funded by LPCC and Summit Waves). Additional FTE's will need to be authorized for the positions of Recreation Supervisor I (1 FTE for Longview), Maintenance Specialist (1 FTE for Longview) and Service Representative (1 FTE for Longview). Job descriptions for the two positions which need to be added to the pay plan are included as Attachments D and E and an organizational chart is included as Attachment F.

Proposed Motion: I move to approve the creation and inclusion in the Pay Plan of the Legacy Park Community Center Manager position for placement in Pay Grade 15, and the creation of the Aquatics Supervisor position for placement in Pay Grade 13, as well as authorizing an additional FTE in each of the positions of Recreation Supervisor I, Maintenance Specialist, and Service Representative, with all positions being included in the FY2019 budget.

LONGVIEW COMMUNITY CENTER
Cost Sheet

FACILITY IMPROVEMENTS

<i>Work Performed/ Contractor</i>	<i>Bid/Estimate</i>	<i>Contact</i>	<i>Scope of Work</i>
1. Architectural Confluence/PGAV	\$10,825.00	PJ Novak Jennifer Goeke	provide interior color and flooring selections and provide exterior signage displays
2. Demolition Martin Underground	\$44,865.00	Donnie Funk	interior demolition - remove existing counters/casework, demolish existing bathrooms, remove existing flooring, grind concrete floors
3. Painting Dayco	\$147,250.00	Stephen Miller	painting walls, ceilings, sand & stain doors in the lobby and hallway, all restrooms, gymnasium, natatorium and fitness room
4. Drywall Dayco	\$52,503	Stephen Miller	install drywall in gymnasium, repair work in lobby, hallways and fitness room
5. Gymnasium floor Lankford	\$31,500.00	Marie Franklin	repair, sand & refinish gymnasium floor and install court lines. Sand and refinish the floor in the Aerobics Room
6. Gymnasium miscellaneous	\$28,000		new curtain and motor, inspection on structures, basketball rims, 7 gang key switch, padding
7. Electrical RF Fisher	\$104,634.00	Chris Scarcello	replace existing lighting with LED bulbs, replace fixtures in lobby and fitness room. Replace outlets and plates. * includes a \$18,000 fixture allowance for the Lobby
8. Plumbing Mechanical Piping	\$19,500.00	Phil Evans	replace toilets and vanity faucets in lobby restrooms and the fitness area restroom. Install new drinking fountains in gymnasium
9. Flooring Fitness Room	\$72,000.00		includes flooring demo/removal, new floor installation, cove base
10. Flooring Flooring & More	\$112,161		install new flooring in lobby, hallway and restrooms. Install wall tile in restrooms
11. Cabinetry	\$30,000.00		new cabinets and tops at the front desk and reception area. New countertops in the restrooms
12. Front Desk	\$8,000.00		allowance for front desk and reception area
12. Miscellaneous	\$10,000.00		reconfiguration costs to add a office in the old coaches office area
13. Miscellaneous	\$10,000.00		reconfiguration costs to renovate the office and storage room in the Natatorium, resurfacing of diving boards, etc.
14. Trash Enclosure	\$25,000.00		build a enclosure for trash. Location to be determined
15. Landscaping	\$8,000.00		
16. Exterior Signage and Monument	\$25,000.00		signage and monument at entrance circle
17. Concrete Quality Custom Construction	\$9,300.00	Ed Lipowicz	repair concrete curbing at entrance circle
18. Asphalt Tandem Paving	\$138,307	David Smith	2" mill and overlay the parking lot and striping.
18. IT Infrastructure COLS IT Department	\$146,225		Lease network fiber to the facility, network hardware, phone system, network drops, computer hardware, Novatime liceses, etc.
Facility Improvement Est. Total	\$1,033,070.00		

Contingency (7%)

\$78,148.00

Grand Total

\$1,111,218.00

Attachment A

FIXTURES, FURNITURE & EQUIPMENT

19. Lobby	\$32,884		Furniture, Televisions, Plants, Coffee Cabinet
20. Welcome Desk	\$10,426		Chairs, Computers, Cash Drawers, Scanners, Ball Racks, Gymnasium Equipment
21. Administrative Offices	\$16,436		Desks, Chairs, Time Clock, Book Shelf, Copy Machine
22. Break Room	\$2,341		Table, Chairs, Refrigerator, Microwave, Coffee Maker, Air Pots
23. Conference Room	\$2,586		Table, Chairs
24. Front Patio	\$6,550		Benches, Trash Receptables, Bike Rack
25. General Facility	\$10,082		Clocks, Toilet Paper Dispensers, Water Fountain Bottle Fillers, Mats, Fire Extinguishers, etc.
26. Locker Rooms	\$4,375		Suit Dryer, Scales, Diaper Changing Stations, etc.
27. Gymnasium	\$8,742		Volleyball Stanchions, Pickleball Equipment, Scoreboard, etc.
28. Natatorium	\$45,834		Repair Starting Blocks, Guard Chairs, Lifeguard Equipment, Vacuums, ADA Lift, AED, etc.
29. First Aid Room	\$1,830		Cot, Rolling Stool, Storage
30. Pool Deck	\$2,435		Table, Chairs
31. Childcare Room	\$9,038		Tables, Chairs, Gaming System, Toys, etc.
32. Group Exercise Room	\$16,033		Sound System, Exercise Balls, Racks, Fans, etc.
33. Personal Training Room	\$13,203		Energy Piece, Scale, Assessment Equipment, Balls, Mis. Equipment, etc.
34. Cycle Studio	\$15,626		Cycles, Sound System, Fans
35. Fitness Floor	\$258,600		Cardio Equipment, Strength Equipment, AED, Televisions, Fans, etc.
36. Massage Room	\$1,474		Massage Table, Massage Chair, etc.
37. Janitorial Equipment	\$24,016		Floor Scrubbers, vacuums, Carts, Kiavac, Mis. Equipment, etc.
38. Miscellaneous	\$40,578		Safe, Mailbox, Stanchions, Snow Blower, Leaf Blower, etc.
FFE Est. Total	\$523,089		

Contingency (3%) \$15,693.00

Grand Total \$538,782

TOTAL	\$1,650,000.00
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Lee's Summit Parks and Recreation
Funding for the Purchase and Renovation of the Longview Recreation Center

Exhibit B

		Funding Mechanism		
1) Purchase of Building	<u>4,100,000</u>	Interfund Loan from the City of Lee' s Summit		
2) Estimated Renovation Costs, ITS, FFE	<u>1,650,000</u>	Fund Balance (Operating Funds) and Excess Funds from Sales Tax		
	<u>Estimated @ 6/30/18 ⁽¹⁾</u>	<u>Reserve per Fund Balance Policy⁽²⁾</u>	<u>Available Funding</u>	<u>Funding Towards Project</u>
Parks & Recreation (Fund 200)	2,280,758	(523,362)	1,757,396	650,000
Gamber Community (Fund 201)	468,612	(67,379)	401,233	
Legacy Park Community Center (Fund 202)	1,491,218	(290,763)	1,200,455	200,000
Aquatics (Fund 203)	224,804	(94,190)	130,614	
Harris Park Community Center (Fund 530)	428,699	(219,463)	209,236	
Parks COP and Const Funds - excess funds FY19 (3)			1,175,000	<u>800,000</u>
				<u>1,650,000</u>

⁽¹⁾ FY18 Fund Balance - Unaudited

⁽²⁾ Based on FY19 budgeted expenditures

Summary: LVCC	
Fund:	
	FY19
Revenues	
4414-0-Activity Fees	76269
4421-0-Gate Receipts	113472
4422-0-Membership Fees	498112
4442-0-Facility Rentals	129190
4446-0-Other Revenue	1032
4504-0-Pro Shop Sales	344
4505-0-Concessions	1576
4710-0-Contributions-Programs	4000
4718-0-Cash Over(Short)	24
Revenue Summary	824019

Expenses	
7000-0-Salaries-Regular	169092
7001-0-Salaries-Part Time	322698
7002-0-Overtime	80
7009-0-FICA-Employer	11520
7010-0-FICA-PT	19882
7011-0-Medicare Deduction	7103
7014-0-Communication Allowance	1260
7015-0-Health/Dental Insurance	80640
7200-0-Advertising Expense	3000
7202-0-Subscript To Periodicals	125
7203-0-Insurance Expense	13762
7205-0-Postage Expense	200
7206-0-Printing Expense	3158
7207-0-Professional Fees Expense	27676
7213-0-Rentals & Leases Expense	4053
7214-0-Uniform Rental	273
7217-0-Employee Training Expense	4100
7221-0-Sanitation Services	2158
7223-0-Furn, Fix & Office Equip.	775
7225-0-Miscellaneous Equipment	375
7249-0-Consumable Tools	1550
7258-0-Telephone	538
7259-0-Mobile Telephone Expense	153
7268-0-Uniforms	7892
7270-0-Office Supplies	2000
7271-0-Chemical Supplies	11489
7273-0-Janitorial Supplies	16596
7274-0-Concession Supplies	2017
7276-0-Recreational Supplies	5609

	FY19
7277-0-Pro Shop Supplies	216
7285-0-Bankcard Fees	11238
7300-0-Maint & Repair-Bldgs	32670
7301-0-Maintenance-Grounds	2100
7306-0-Maint & Repair-Other Eq	3200
7401-0-Natural Gas	35596
7403-0-Electricity	92250
7407-0-Water/Sewer	21869
7704-0-Miscellaneous Expense	1670
9000-0-ITS - Overhead	46968
9004-0-MERP Payment	3804
Transfer to Fund 530	125
Expenses Summary	971479
NET	-147460

Job Title:	LEGACY PARK COMMUNITY CENTER MANAGER		
Division:	Recreation		
Department:	Parks & Recreation		
Supervisor:	Superintendent of Recreation	Pay Grade:	15
Date:	July 2018	FLSA Status:	Exempt

Job Summary:

The Legacy Park Community Center Manager is responsible for overseeing the daily operations of the aquatics area, child-care area, gymnasium, welcome desk, racquetball courts, and maintenance/custodial services of the facility. This includes maintaining the physical environment of the Community Center. He/she also coordinates scheduling, set up and supervision of all facility rentals and special events. He/she is responsible for overseeing the planning of teen programs, instructional programs, and festivals, including Legacy Blast.

Job Scope:

Directly supervises volunteers, full and part-time employees, and contract professionals. Assists and makes recommendations related to hiring, disciplining, advancement or other changes to employee status for direct reports and subordinates. Responsible for the preparation, administration and monitoring of the assigned budgets.

Essential Duties and Responsibilities:

1. Initiates and maintains a diversified and comprehensive recreation center operation. Promotes and interprets division activities, programs and policies.
2. Schedules gym space for rentals, classes, programs, special events, activities, leagues, tournaments, day camp and lock-ins.
3. Evaluates activities through observation and direct contact with participants as well as by written surveys. Determines needs for specific activities and programs.
4. Coordinates and works with other divisions of the Department in order to ensure delivery of service consistent with Departmental missions and objectives.
5. Prepares and reviews assigned budgets. Determines cost effectiveness, attendance and service hours. Monitors revenues and expenditures in assigned areas to assure sound fiscal control.
6. Collaborates with the Marketing Coordinator to establish marketing plans regarding assigned activities, facility and programs. Develops mailing lists for departmental mailing list.
7. Coordinates equipment set up and take down for each activity.
8. Maintains up to date inventory of supplies.
9. Maintains daily cash receipts and responsible for ensuring the facility is opened and closed each day.
10. Maintains personnel and payroll records for personnel of assigned facility.
11. Maintains master file on each program activity.
12. Purchases necessary supplies and equipment using department procedures; participates in procurement efforts as designated.
13. Develops and maintains operational manuals, standard operating procedures, and emergency operations procedures for assigned facilities.
14. Manages contracted services of assigned facility and operations.
15. Participates in professional organizations.
16. Consults and advises the community regarding recreation activities.
17. Ensures the enforcement of park and recreation rules and regulations.
18. Performs those activities necessary to ensure the safety of participants.
19. Responsible for scheduling and coordinating private rentals at Legacy Park Amphitheater.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

Peripheral Duties:

1. Attends meetings as directed, requested, or assigned.
2. Serves as a member of the Park Visit Team as assigned.
3. Serves as a staff member for special events as assigned.
4. Performs all other duties as assigned.

Minimum Qualifications:

1. Bachelor's degree in Parks and Recreation Administration, Education or a related field required.
2. Minimum of three years' experience in the field of recreation or other related field with a minimum of one year working in operations/supervision of a multipurpose recreational facility.

Basic first aid, AED and CPR certification required within three (3) months of date of hire.

Necessary Knowledge, Skills and Abilities:

1. Skills in organizing, planning and preparing materials and evaluating goals and objectives.
2. Skills in selecting, supervising, appraising, counseling and discharging personnel. Skills in management and development of staff.
3. Knowledge of philosophy, methods and techniques for administering recreation and athletic facilities, and budgeting and accounting procedures.
4. Skills in using general office equipment including skills in Microsoft Office and RecTrac.
5. Ability to analyze community needs, problem solve and implement solutions, and relate to the needs of all age groups.
6. Ability to establish good working relationship with public, subordinates and supervisors. Ability to maintain self-control and composure and set a professional example for the staff and participants.
7. Ability to understand, analyze and implement ideas and concepts.
8. Experience in coordinating the scheduling and supervision of facility rentals and special events.
9. Excellent written, verbal, organizational, and communication skills.
10. Ability to demonstrate a strong commitment to patron services.

Principal Working Relationships

1. Works with the Superintendent of Recreation Services and Administrator of Parks and Recreation to gain overall guidance and direction in the conduct of duties.
2. Interacts with departmental personnel to provide quality services and to satisfy operational needs.
3. Interacts with patrons, vendors, consultants, and other employees to foster open communication and positive attitude.

Physical Classification:

- **Light:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently or constantly to raise or lower objects from one level to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects. If the use of controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical activity of this position:

- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling. Moving about on hands and knees or hands and feet.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Repetitive motion. Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing. Particularly for sustained periods of time.
- Stooping. Bending body downward and forward by bending spine at the waist. This occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The visual acuity requirements including color, depth perception, and field vision:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The conditions the worker will be subject to in this position:

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur both inside and outside.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- The worker is subject to hazards. Including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

Psychological Demands:

The psychological demands of this position require the following while handling psychological stress:

- Ability to remain objective and calm while speaking with emotional, traumatized, angry, or distraught individuals
- Ability to follow protocol during periods of high stress and physically demanding conditions
- Ability to handle very difficult situations and address personal emotions after the situation has been concluded
- Ability to obtain the most accurate information possible while simultaneously helping someone facing a traumatic event
- Ability to handle a difficult call (customer/citizen/situation) and address personal emotions after the call has been concluded
- Ability to be empathetic and compassionate

JOB DESCRIPTION ACKNOWLEDGMENT

Job Description Title: Legacy Park Community Center Manager

I, the undersigned, have been provided with a copy of the above titled job description for my review. My supervisor and/or manager have offered me the opportunity to meet with me and provide an opportunity to ask questions and to discuss my position and this job description, and I have either accepted or rejected that offer.

I understand that this job description lists essential and peripheral duties that are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

I also understand that the physical requirements and psychological demands identified in this job description are intended to be representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions.

The work environment characteristics listed in this job description are representative of those that may be encountered during the performance of the essential function of this job position are not intended to be all-inclusive.

Signature of Employee: _____ Date: _____

Witness Signature: _____ Date: _____

Witness Printed Name: _____

Attachment E

LEE'S SUMMIT PARKS AND RECREATION

Job Description

Job Title: AQUATICS SUPERVISOR
Division: Recreation
Department: Parks & Recreation
Supervisor: Aquatics Manager
Date: July 2018



Pay Grade: 12
FLSA Status: Exempt

Job Summary

The Aquatics Supervisor, under the general direction and guidance of the Aquatics Manager, is responsible for the daily operations and maintenance of the indoor aquatic facility located at the Legacy Park Community Center and at Summit Waves outdoor aquatic facility located at Harris Park. Assists with staffing of programs and activities, training and supervision of lifeguard and program staff, developing programs for a variety of aquatic interests, and the staffing for the welcome desk and food and beverage operations at the outdoor facility.

Job Scope

Directly supervises volunteers, part-time employees, and contract professionals for programs, facility operations and special events. Assists with preparation, administration, and monitoring of budgets for assigned facilities and programs.

Principal Duties and Responsibilities

1. Ensures quality control, patron service and risk management policies and procedures for the aquatic facilities.
2. Enforces facility policies and procedures consistently for staff and patrons.
3. Compiles all operational records for the aquatic facility.
4. Evaluates and reports on the functional capabilities of all pool equipment.
5. Assists Aquatics Manager with recruitment, training, supervision and retention of aquatic staff.
6. Teaches aquatic courses as necessary.
7. Collaborates with other divisions of the Department in order to ensure delivery of service consistent with Departmental missions and objectives.
8. Assists in the preparation of assigned aquatic facility budgets.
9. Participates in professional organizations.
10. Consults and advises the community regarding recreation activities and facilities.
11. Ensures the enforcement of park and recreation rules and regulations.
12. Performs those activities necessary to insure the safety of participants.
13. Assist with the development and maintenance of the operational manuals for the aquatic facilities.
- 14.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

Attachment E

LEE'S SUMMIT PARKS AND RECREATION

Job Description

Minimum Education, Experience and Certification Requirements

1. Bachelor's degree or equivalent in Parks and Recreation Administration, Education or a related field required; at the discretion of the Department, directly related work experience may be substituted for education at the rate of three years of directly related work experience per one year of education; and,
1. Minimum of 1 year experience, pool operations, aquatic staff development, food and beverage operations and aquatic programming required; and,
2. Basic first aid, CPR and AED certification required within three (3) months of date of hire.
3. Lifeguard training instructor certification required within one (1) year of date of hire.
4. AFO or CPO certification preferred.
5. WSI certification preferred.
6. Certified Parks and Recreation Professional preferred.

Skills, Knowledge and Abilities

1. Skills in organizing, planning and preparing materials and evaluating goals and objectives.
2. Skills in selecting, supervising, appraising, counseling and discharging personnel. Skills in management and staff development.
3. Knowledge of philosophy, methods and techniques for administering recreation and athletic facilities, and budgeting and accounting procedures.
4. Skills in using general office equipment.
5. Ability to analyze community needs, problem solve and implement solutions, and relate to the needs of all age groups.
6. Ability to establish good working relationship with public, subordinates and supervisors. Ability to maintain self-control and composure and set a professional example for the staff and participants.
7. Ability to understand, analyze and implement ideas and concepts.
 8. Excellent written, verbal, organizational, and communication skills.
 9. Demonstrates a strong commitment to patron services.

Physical Classification:

- Medium: Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to raise or lower an object from one level to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical activity of this position:

- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Attachment E

LEE'S SUMMIT PARKS AND RECREATION

Job Description

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling. Moving about on hands and knees or hands and feet.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Repetitive motion. Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing. Particularly for sustained periods of time.
- Stooping. Bending body downward and forward by bending spine at the waist. This occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The visual acuity requirements including color, depth perception, and field vision:

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The conditions the worker will be subject to in this position:

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur both inside and outside.

Attachment E

LEE'S SUMMIT PARKS AND RECREATION

Job Description

- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. Including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

Psychological Demands:

The psychological demands of this position require the following while handling psychological stress:

- Ability to remain objective and calm while speaking with emotional, traumatized, angry, or distraught individuals
- Ability to follow protocol during periods of high stress and physically demanding conditions
- Ability to handle very difficult situations and address personal emotions after the situation has been concluded
- Ability to obtain the most accurate information possible while simultaneously helping someone facing a traumatic event
- Ability to handle a difficult call (customer/citizen/situation) and address personal emotions after the call has been concluded
- Ability to be empathetic and compassionate

Attachment E

LEE'S SUMMIT PARKS AND RECREATION

Job Description

JOB DESCRIPTION ACKNOWLEDGMENT

Job Description Title: Aquatics Supervisor

I, the undersigned, have been provided with a copy of the above titled job description for my review. My supervisor and/or manager have offered me the opportunity to meet with me and provide an opportunity to ask questions and to discuss my position and this job description, and I have either accepted or rejected that offer.

I understand that this job description lists essential and peripheral duties that are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

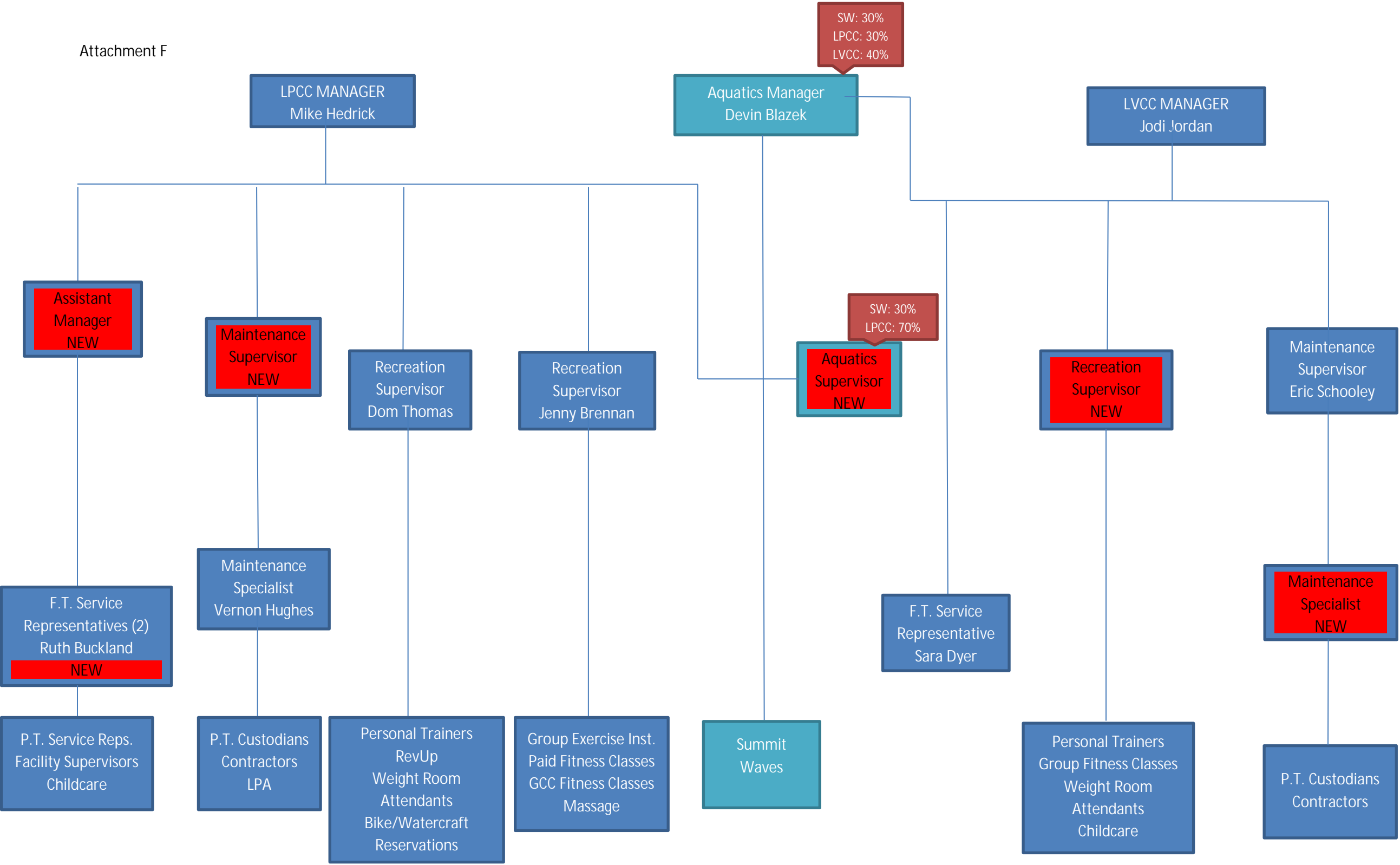
I also understand that the physical requirements and psychological demands identified in this job description are intended to be representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions.

The work environment characteristics listed in this job description are representative of those that may be encountered during the performance of the essential function of this job position are not intended to be all-inclusive.

Signature of Employee: _____ Date: _____

Witness Signature: _____ Date: _____

Witness Printed Name: _____



SW: 30%
LPCC: 30%
LVCC: 40%

SW: 30%
LPCC: 70%