



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

September 10, 2020

7:30AM

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - a) August 13, 2020
- 2) Classification work
 - a) Golf Course Superintendent Job Description
 - b) Town Clerk's Office Reorganization (Oral Update)

Communication Item

- 1) Memo from M. Capriola RE: Change in Job Title for Business Resource Center Coordinator Position

Executive Session - Pursuant to CGS §1-200(6)(A): Town Manager Contract Renewal, January 2021 – January 2024

Executive Session –Pursuant to CGS §1-200(6)(A), Town Manager's Performance

Adjournment



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Personnel Sub-Committee
Regular Meeting
Thursday, August 13, 2020
Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham
Staff Present: Maria Capriola, Lena Nagorna

The meeting was called to order at 7:37am.

1) Approval of Minutes

The minutes of July 9, 2020 were approved by consensus.

2) Executive Session Pursuant to General Statutes Section 1-200(6)(A): Town Manager Contract Renewal, January 2021 – January 2024

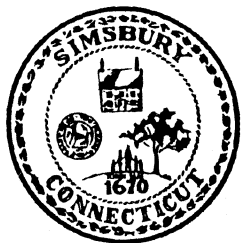
Ms. Mackstutis made a motion, seconded by Mr. Askham to enter into executive session. Motion passed unanimously. All members of the Committee and Ms. Capriola entered executive session at 7:38am.

Ms. Capriola left executive session for a portion of the discussion and then returned at the Committee's request. Executive session ended at 8:42am.

Adjourn

Meeting adjourned at 8:42am.

Respectfully Submitted,
Maria Capriola
Town Manager



Town of Simsbury

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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Tom Tyburski, Director of Culture, Parks and Recreation

Date: September 10, 2020

Re: Proposed Updates to Golf Course Superintendent Job Description

Background

The Golf Course Superintendent is currently scheduled to retire in early January. The last update to the job description was done in 2004 and with the position due to become vacant now is the perfect time to update the position before we conduct our recruitment to replace the current employee.

Attached please find a proposed revised job description for the position. The proposed job description changes are largely housekeeping to reflect modern terminology, current practices, and current duties of the position.

The position is represented by the CSEA Administrative and Professionals unit and is currently classified at grade "A7" on that employees' pay plan. The position is classified as exempt and is regularly scheduled for 40 hours per week. Management isn't proposing this position be placed on a new pay scale, or have its hours change, only the updates to the job description.

The Director of Culture, Parks and Recreation, Management Specialist, Employee Benefits and Human Resources Coordinator and Town Manager were involved in preparing the job description. The Union is reviewing the proposed revisions to the job description for the position; management respectfully requested a response from the Union by September 4th with hopes to have that response in advance of your September 10th meeting. Currently management hasn't received feedback from the Union; if any significant issues are noted I will bring the matter back to the Personnel Sub-Committee prior to submitting the proposal to the Board of Selectmen. If minor issues are noted by the Union after the Personnel Sub-Committee reviews it, I will update accordingly and make note of it for an upcoming Board of Selectmen meeting.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed changes to job descriptions to the Board of Selectmen for review and approval.

Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions.

Financial Impact

None

Recommendation

I am recommending that the modifications to the Golf Course Superintendent job description be endorsed as presented.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed changes, the following suggested motion is in order:

Move effective, September 10, 2020 to endorse the proposed modifications to the job description for the Golf Course Superintendent position. Further move that this recommendation be forwarded to the full Board of Selectmen.

Attachments

a) Proposed Revised Job Description – Golf Course Superintendent

Town of Simsbury

TITLE: Golf Course Superintendent

GRADE: A7

DEPARTMENT: Culture, Parks & Recreation

DATE: ~~September 27, 2004~~

POSITION DESCRIPTION:

Plans, organizes, performs and supervises a systematic care, maintenance, and physical improvement program for an eighteen hole public golf course, adjacent practice facilities, clubhouse grounds and landscaping, parking lots; and the maintenance of related equipment and facilities such as the irrigation system and the maintenance facility.

SUPERVISION RECEIVED:

Receives general direction from the Director of Culture, Parks and Recreation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives oral or written direction from the Director of Culture Parks and Recreation.
- Plans work according to a seasonal schedule.
- Coordinates activities with Golf Professional.
- Schedules work to accommodate tournaments, **outings and other golf events.**
- Assigns work to an Assistant **Golf Course Superintendent**, a mechanic, a maintainer and seasonal workers in the functional areas of greens and grounds preparation and maintenance; equipment maintenance and repair; and maintenance of facilities.
- Oversees the scheduling and routing of ~~personal~~ **personnel** and equipment to accomplish the work.
- Frequently inspects the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
- Recommends employment, promotion, and discipline of employees.
- Trains and evaluates employees in the preparation and care of greens, grounds, and equipment.
- Prepares and recommends to Director annual budget recommendations, including purchase of equipment, supplies, and materials and capital improvements ~~of club properties~~ **to golf course operations.**
- Administers golf course maintenance budget, and purchases materials and supplies as needed.
- Responsible for inventory control and oversees the equipment maintenance programs.
- Approves all expenditure and exercises cost control measures to keep as nearly as possible, operating and capital expenses within the approved budget.
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications etc.

- Takes soil samples for laboratory analysis, [interprets results and implements fertility programs](#)
- Oversees and assists in the mowing and maintenance of golf course fairways, rough, greens, tee areas and other open space areas.
- Inspects irrigation system on a regular basis, and makes repairs as needed.
- Oversees and assists in the maintenance of equipment, including the referral of major repairs to private contractors.
- Follows standard safety procedures regulations.
- Prepares statistical and narrative reports for Supervisor as required.
- Reports work accomplished to Supervisor.

PERIPHERAL DUTIES:

- Coordinates activities and sharing of equipment with Parks Superintendent and Superintendent of Highways.
- Performs lead supervisor's role in spraying operation.
- Performs some or all of the duties of a Golf Course Maintenance Worker, as required.
- Operates equipment in snow removal work during winter emergency season.
- [Develops Integrated Pest Management \(IPM\) program for the golf course/school grounds and consults on the Parks IPM program](#)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of equipment, materials and supplies used in golf building and course maintenance.
- Working knowledge of equipment and supplies used to do minor repairs.
- Considerable knowledge of the business management practices of public golf courses.
- Some knowledge of municipal finance, accounting and contract administration.
- Skill in the operation of listed tools and equipment.
- Skill in coordinating course use and tournament play.
- Ability to work independently with a minimum of supervision.
- Ability to communicate effectively orally and in writing.
- Ability to coordinate course maintenance activities and major course improvements.
- Ability to effectively supervise staff.
- Ability to establish effective working relationships with employees, supervisors, golf associations and patrons, and the public.

TOOLS AND EQUIPMENT USED:

- Pickup truck [and dump truck](#)
- Turf care and landscaping equipment, including tractors, mowers, airfrier, chain saw, edgers, weed trimmers, electric motors, pumps, irrigation systems.
- Miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical and cement finishing work.

- Knowledge of use of phone, copy and fax machine, ~~cash register~~, calculator, mobile or portable radio.
- Knowledge of personal computer including work processing and data bases software.

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.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms.
- The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must frequently lift and /or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to vibration or risk of electrical shock.
- The noise level in the work environment is moderately quiet to loud.

REQUIRED MINIMUM QUALIFICATIONS:

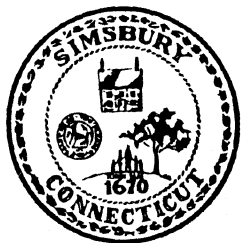
- The skills and knowledge required would generally be acquired with high school education; Associates Degree in turf management, and six years of increasingly responsible experience in golf course maintenance work, including some supervisory experience or any equivalent combination of relevant education and experience.

LICENSE OR CERTIFICATE:

- Connecticut Motor Vehicle Operator's License or ability to obtain such within ninety days of appointment. Must possess a current State of Connecticut Supervisor's Pesticide License, to be obtained within ninety (90) days of appointment.

Note: The duties listed above are intended only as illustrative 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, related or a logical assignment to the position.



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Maria E. Capriola - Town Manager

MEMORANDUM

To: Personnel Sub-Committee
From: Maria Capriola, Town Manager
Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, HR Coordinator; Lisa Karim, Library Director
Date: September 10, 2020
Subject: Change in Job Title for Business Resource Center Coordinator Position

The Library Board of Trustees approved rebranding the Business Resource Center (BRC) at their June 15, 2020 meeting. The Town Manager also supported this rebranding. The BRC has now become the Business and Career Center (BCC). Because of this rebrand, our Library Director asked for the Business Resource Center Coordinator job title to be changed to reflect the new name of the center; I concurred with the recommendation and supported the request.

The Union had no issue with changing the BRC Coordinator job title to the Business and Career Center Coordinator. Since there were no changes to the job description/duties, pay grade, or hours of work, our Town Attorney did not think this needed Selectmen approval. However, this memo is meant to serve as correspondence to the Personnel Sub-Committee of the job title change for the noted position.

If there are any questions on the matter, please let me know.