



Director Approval - Original Approval Date: 12/31/2022
Update Approval Date: _____
Signature: 

PARKS & RECREATION

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**Date:** 12/31/2022    **Updated:**                    **Date To Be Reviewed:** Five Years – 12/31/2027

## Title of Document: 7.10 LOPR\_Maintenance Personnel Assignment Procedures

Lake Oswego Parks & Recreation (LOPR) has a dedicated Parks staff (with union represented and non-represented) who care for the 645 acres of City-owned park land including developed parks, athletic fields, natural areas, golf course and various LOPR facilities. During the summer, temporary seasonal workers are brought on to support maintenance activities. Maintenance personnel positions are listed and described at the City’s Human Resources Job Descriptions website [Human Resources Job Descriptions | City of Lake Oswego](#) Parks staff can participate in the Parks Division succession planning process to gain skills for potential future advancement.

The Deputy Director, Parks, Golf and Natural Areas (Assistant Director of Parks and Recreation position description) is responsible for quality assurance of land and asset care for LOPR. The Parks Manager serves as the liaison between the Deputy Director and the Parks crew. Together the Deputy Director, Parks Manager and Crew Leaders ensure the maintenance crew receives all the training necessary for their skill set. The Crew Leaders manage facility inspections, and follow up on work and equipment orders and facility checklist.

Maintenance assignments are based on job descriptions, category of maintenance activities (athletic fields, facilities, natural areas, park amenities), immediate maintenance issues, preventative tasks, employee experience, and the number of personnel required to accomplish a given task.

*Evidence of Compliance for this standard includes:*

*Parks Positions\_Areas of Responsibilities*

*Parks Athletic Fields Maintenance Tasks and Frequency*

*Parks Activity Time Codes*

*Parks Weekend Work Schedule*

### **Links to Sources:**

Administrative Support Job Description

[https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/adminstrative\\_support\\_i\\_ii\\_iii\\_2013.pdf](https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/adminstrative_support_i_ii_iii_2013.pdf)



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Crew Leader Job Description

[https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/crewleader\\_2013.pdf](https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/crewleader_2013.pdf)

Park Ranger Job Description

[https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/park\\_ranger\\_2013.pdf](https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/park_ranger_2013.pdf)

Senior Utility Worker

[https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/senior\\_utility\\_worker\\_2013.pdf](https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/senior_utility_worker_2013.pdf)

Utility Worker Job Description

[https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/utility\\_worker\\_2013.pdf](https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/utility_worker_2013.pdf)

Park Manager Job Description

<https://www.ci.oswego.or.us/sites/default/files/fileattachments/Parks%20Manager%202019.pdf>

Assistant Director of Parks and Recreation (Deputy Director) Job Description

[https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/assistant\\_director\\_parks\\_and\\_recreation\\_2013.pdf](https://www.ci.oswego.or.us/sites/default/files/fileattachments/hr/webpage/11511/assistant_director_parks_and_recreation_2013.pdf)

LOMEA Union Contract

<https://www.ci.oswego.or.us/sites/default/files/fileattachments/LOMEA%20Contract%201.1.2%20-%206.30.24%20FINAL.pdf>

[Parks Division | City of Lake Oswego](#)

**Related Documents:**

**Responsibility/Contacts:** Director, Deputy Directors, and Parks Manager