



Agenda

--- SPECIAL COUNCIL MEETING

METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: FEBRUARY 13, 1984

Day: MONDAY

Time: 6:30 P.M.

Place: COUNCIL CHAMBER

Approx.
Time

Presented By

6:30 CALL TO ORDER
ROLL CALL

1. Consideration of Ordinance No. 84-169, for the purpose of submitting Metropolitan Service District Zoo Serial Levy. (Second Reading)

Bonner/
Carlson/Rich

2. Consideration of Resolution No. 84-449, for the purpose of authorizing a new classification of Maintenance Foreman.

Bonner/Sims

7:00 ADJOURN

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF SUBMITTING)	ORDINANCE NO. 84-169
METROPOLITAN SERVICE DISTRICT)	
ZOO SERIAL LEVY)	Introduced by the
)	Executive Officer

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1. Short Title

This ordinance shall be known as the "Zoo Serial Levy Ordinance" and may be so cited and pleaded and shall be cited herein as "this ordinance."

Section 2. Definitions

A. "Council" means the Council of the Metropolitan Service District.

B. "District" means the Metropolitan Service District and all of the land and territory included within the boundaries of the District.

C. "Zoo" means the Washington Park Zoo of Portland, Oregon, operated by the District under ORS 268.310(5).

Section 3. Findings

A. ORS 268.310(5) permits the District to "acquire, construct, alter, maintain, administer and operate metropolitan zoo facilities."

B. ORS 268.315 provides that "For the purpose of performing the functions set forth in subsection (5) of ORS 268.310, the District, when authorized at any properly called election held for such purpose, shall have the power to levy an ad valorem tax on all taxable property within its boundaries not to exceed in any one year

one-half of one percent (.005) of the true cash value of all taxable property within the boundaries of such district, computed in accordance with ORS 308.207."

C. The Zoo currently receives approximately 59 percent of its total revenues including those for capital improvements from serial levies that will expire at the end of FY 1984.

D. The Zoo, with unique educational and recreational offerings, is utilized by and benefits District residents.

E. A regional funding base is necessary to provide for continued adequate care, maintenance and development of the Zoo's animal collection, programs and physical facilities.

F. During fiscal years 1985 through 1987 property tax revenues of \$5,000,000 each year totalling \$15,000,000 for the three-year period will be needed to fund Zoo operating and capital expenses. Approximately \$3,000,000 each year or 60 percent are needed for operating expenses and \$2,000,000 each year or 40 percent are needed for capital expenses.

Section 4. Purpose

The purposes of this ordinance are:

A. To provide [for the health and welfare of District residents by providing] for the maintenance and operation of the Zoo, and for the construction and renovation of Zoo exhibits.

B. To approve submission of a mixed three-year operating and capital serial levy to be effective on July 1, 1984, to the voters on May 15, 1984, the revenues of which will be used for purposes permitted under ORS 268.310(5) and to pay the costs of holding the election.

Section 5. Submission of Tax Levy

The Council approves and hereby directs that a three-year mixed operating and capital serial levy of \$5,000,000 each year for three years, a total of \$15,000,000 for the three-year period, be submitted to the voters on May 15, 1984. If approved by the voters, this levy shall be effective July 1, 1984.

Section 6. Ballot Title

A. The Ballot Title for the levy described in Section 5 of this ordinance shall be as follows:

CAPTION:
(10 words)

CONTINUATION OF SERIAL LEVY
DEDICATED TO ZOO OPERATIONS AND EXHIBITS

QUESTION:
(20 words)

Shall the Metropolitan Service District continue to levy \$5,000,000 each year for three years for Zoo operating and capital expenses?

EXPLANATION:
(150 words)

This levy authorizes the Metropolitan Service District to continue to serially levy \$5,000,000 annually for three years for a total of \$15,000,000 property tax outside the six percent limitation specified in the Oregon Constitution. Proceeds will be dedicated entirely to support Zoo operations and capital construction. The Zoo is owned and operated by the Metropolitan Service District. In 1980, District voters approved two serial levies for Zoo operations and exhibits totalling \$15,000,000; \$5,000,000 each year for three years. These levies expire in mid-1984. This proposed levy will provide \$3,000,000 each year for Zoo operations and \$2,000,000 each year for capital construction. The Operating funds will enable the Zoo to continue the same level of services currently provided and to operate new exhibits. The Capital funds will be used to finance building of new exhibits for African animals, polar bears and other animals and to improve and equip existing Zoo facilities.

SEE
INSERT A

B. The above Ballot Title shall be filed with the Director of Records and Elections of Multnomah County not later than [March 15, 1984] February 14, 1984.

Section 7. Submission of Proposal to Tax Supervising and Conservation Commission.

This ordinance and supporting financial information titled "Zoo Five-Year Financial Plan" shall be filed with the Multnomah County Tax Supervising and Conservation Commission not later than [March 9, 1984, as required by ORS 294.655] February 14, 1984.

Section 8. Submission of Proposal to Secretary of State.

This ordinance shall be filed with the Secretary of State no later than March 6, 1984 to meet publication requirements for the Voters' Pamphlet.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

ATTEST:

/gl
0510C/366
1/23/84

INSERT A

CAPTION: Continues Serial Levy Dedicated to the Zoo.

QUESTION: Shall the Metropolitan Service District continue to levy \$5,000,000 each year for three years for the Washington Park Zoo?

EXPLANATION: This property tax levy allows ^{the District} Metro to levy \$5,000,000 each year for three years. The total levy is \$15,000,000. This is the same amount previously approved by the voters in 1980 and must be reapproved by the voters to continue beyond 1984. There is no increase proposed from the 1980 levies. The levy will provide \$3,000,000 each year for Zoo operations and \$2,000,000 each year for capital ~~construction~~ ^{improvements}. Operating funds will enable the Zoo to continue the same level of services and to operate new exhibits. Capital funds will be used to finance building of new exhibits for African animals, polar bears and other animals and to improve and equip Zoo facilities. The levy is outside the six percent limitation specified in the Oregon Constitution.

0735C/373

STAFF REPORT

Agenda Item No. 1

Meeting Date February 13, 1984

CONSIDERATION OF ORDINANCE NO. 84-169 FOR THE
PURPOSE OF SUBMITTING METROPOLITAN SERVICE
DISTRICT ZOO SERIAL LEVY

Date: January 23, 1984

Presented by: D. Carlson/K. Rich

FACTUAL BACKGROUND AND ANALYSIS

Policy Framework

Consideration and adoption of Ordinance No. 84-169 is a significant step towards financial stability for Metro in general and the Zoo in particular. The Executive Officer and Council have been discussing Metro's financial future during the past six months. Part of this discussion has led to the promulgation of Long-Range Financial Policies. Financial principles and policies recommended by the Council Coordinating Committee for Council adoption on January 26, 1984, relating to the Zoo are as follows:

"To assist in the achievement of the broad goal of providing financial stability for Metro, the following general principles are adopted:

1. Each functional area shall have identified sources of revenue;
2. Each functional area shall prepare a five-year financial plan; and
3. Any new functions assumed by Metro shall have a source of funding.

To aid decision-making in each of the functional areas, the following policies are adopted:

Zoo Operations

1. The Zoo shall rely on the property tax for a portion of its revenues.
2. Approximately 50 percent non-tax revenues shall be maintained for funding Zoo operations.
3. The Council shall annually review admission fees to assist in meeting Objective 2 above.

4. The Council shall develop a policy of maintaining a proper balance between funds used for animal and non-animal capital improvements and the use of private versus public funds.
5. As indicated in the adopted Master Plan, the priority for capital investments shall be the completion of the Zoo's development and the replacement of non-standard exhibits.
6. It shall be the policy of the Council to provide special benefits to residents of the region who pay taxes to help support the Zoo."

Ordinance Analysis

Ordinance No. 84-169 has two major purposes: 1) It submits to the voters the type and amount of the proposed tax levy, and 2) it defines the Ballot Title for the proposed levy.

In regard to the first purpose, the Ordinance, if adopted, submits a three-year serial levy to the voters at the May 15, 1984, primary election. The levy request is for \$5,000,000 per year for a total of \$15,000,000. The ordinance establishes the use of the revenue to defray both operating expenses and capital expenses at the Zoo. The levy will provide \$3,000,000 per year for operating purposes and \$2,000,000 per year for capital purposes. Justification for the amount of the proposed levy is found in the "Zoo Five-Year Financial Plan" dated January 16, 1984. Attached to this report are three key pieces of information from that Plan which show the revenue and expenditure needs for operating and expanding the Zoo during the next five years. Included are: Table I--Zoo Operating Fund Requirements; Table II--Zoo Operating Fund Resources; and a table titled "Capital Improvement Projections."

In regard to the second purpose, the Ordinance defines the Ballot Title for the measure which must meet certain statutory requirements as to form and content. ORS 310.390 requires the Ballot Title to consist of: a "caption" by which the measure is commonly referred (not more than 10 words); a "question" which states the purpose of the measure and is phrased so an affirmative response to the question corresponds to an affirmative vote on the measure (not more than 20 words); and, a concise and impartial "explanation" which gives the purpose and reasons for the measure. The "explanation" must be plainly worded and avoid as much as possible the use of technical terms and should not advocate a yes or no vote on the question (not more than 150 words).

Tax Levy Schedule

As indicated in the Ordinance, the date of the levy election is May 15, 1984. Prior to that date the Ordinance directs filing of the Ballot Title with the Director of the Multnomah County Records and Elections by no later than March 15, 1984, and filing of the Ordinance and "Zoo Five-Year Financial Plan" with the Multnomah County Tax Supervising and Conservation Commission (TSCC) by no later than March 9, 1984. These two filing dates are explained in the attached letter from Gil Gutjahr of the TSCC (his comments regarding the wording of the Ballot Title refer to an earlier draft of the ordinance). The suggested schedule for Council consideration and adoption of this Ordinance is as follows:

<u>Date</u>	<u>Purpose</u>
February 2, 1984	First reading and explanation of Zoo Financial Plan to Council.
February 13, 1984	Council Coordinating Committee mark-up session.
February 23, 1984	Second reading and Council adoption.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 84-169.

COMMITTEE CONSIDERATION AND RECOMMENDATION

DEC:ef
0617C/373
01/23/84

Attachments

TABLE I

ZOO OPERATING FUND REQUIREMENTS--SUMMARY

CATEGORY	1982-83 Actual	1983-84 Budgeted	1984-85 ^f Projected	1985-86 ^f Projected	1986-87 ^f Projected	1987-88 ^f Projected
Personal Services	2,585,223	2,748,821	3,000,697 ^h	3,233,974 ⁱ	3,436,302	3,646,804
Materials and Services	1,363,881	1,532,951 ^d	1,576,014	1,778,196 ^d	1,919,257 ^d	1,953,886
Capital Outlay	217,690	276,066	305,758	398,818	479,938	557,869
Transfer to General Fund	389,252	418,280	442,340 ^g	467,784	494,688	523,136
SUB-TOTAL (Operating and Maintenance Costs)	4,556,046	4,976,118	5,324,809	5,878,772	6,330,185	6,681,695
Contingency	0	136,735 ^b	146,474	162,330	175,065	184,757
Ending Unappropriated Balance--Unreserved	2,050,667 ^a	600,000 ^e	600,000 ^e	600,000 ^e	600,000 ^e	600,000 ^e
Ending Unappropriated Balance--Reserved	0	200,000	401,000	272,391	0	0
TOTAL REQUIREMENTS	6,606,713	5,912,853 ^c	6,472,283	6,913,493	7,105,250	7,466,452

^a Assumes that \$1,124,072 of this balance will be transferred to capital improvement fund during FY 1983-84.

^b Assumes the 1983-84 contingency will be reduced from \$359,148 to \$136,735 and that thereafter it amounts to 3% of division operating costs.

^c The figures for fiscal year 1983-84 have been revised downward in materials and services and the contingency to reduce previous underexpenditures and upward in personal services to provide for increased level of construction management.

^d Election costs included in materials and services.

^e Assumes a balance forward of approximately six weeks operating costs to assure cash flow from July 1 to tax collections in November.

^f Assumes an inflation rate of 5.5% annually from 1983-84 to 1987-88.

^g Assumes the transfer to the General Fund will continue as at present subject only to inflationary increases.

^h Includes additional maintenance staff.

ⁱ Includes additional animal keeper and gardener.

TABLE II
ZOO OPERATING FUND RESOURCES--SUMMARY

CATEGORY	1982-83 Actual	1983-84 Budgeted	1984-85 Projected	1985-86 Projected	1986-87 Projected	1987-88 Projected
Attendance Projections	715,707	720,000	734,000	745,000	765,000	780,000
Beginning Fund Balance--Unreserved	1,412,106	726,595 ^a	739,618 ^c	746,474 ^c	762,330 ^c	775,065 ^c
Beginning Fund Balance--Reserved	0	200,000 ^e	200,000 ^e	401,000 ^e	272,391 ^e	0
Enterprise Revenue	2,064,724	2,157,614	2,413,158 ^d	2,688,869 ^d	2,993,909 ^d	3,318,464 ^d
Property Taxes	2,703,346	2,619,000	2,946,000	2,889,600	2,892,840	3,192,733
All Other	426,537	209,644	173,507	187,550	183,780	180,190
TOTAL RESOURCES	6,606,713	5,912,853 ^b	6,472,283	6,913,493	7,105,250	7,466,452

^a Assumes \$1,124,072 from 1983-84 revenues being transferred to capital improvements to provide funds for Africa Bush Phase I.

^b Revenue figures have been adjusted in conformance with mid-year budget.

^c Assumes fund balance equals previous year's unappropriated balance plus the contingency.

^d Assumes enterprise revenues, excluding admissions, will increase at a per capita rate of about 8% per year and that admission fees will change as follows:

January 1985: Adults = \$2.50
Youth = \$1.25

January 1987: Adults = \$3.00
Youth = \$1.50

^e Funds reserved to balance the budget in 1986-87.

CAPITAL IMPROVEMENT PROJECTIONS

<u>RESOURCES</u>	<u>FY 1983-84 Budgeted</u>	<u>FY 1984-85 Projected</u>	<u>FY 1985-86 Projected</u>	<u>FY 1976-87 Projected</u>
Fund Balance	\$3,186,781	\$4,440,483	\$3,227,700	\$1,458,165
Interest	307,995	319,000	203,000	74,000
Current Taxes	2,093,000	1,800,000	1,800,000	1,800,000
Prior Year Taxes	138,000	164,000	126,400	128,560
Donations	100,000	---	---	---
Bond Reimbursement	785,459	---	---	---
Federal Grant	76,000	---	---	---
Transfer from Zoo Operating	<u>1,124,072</u>	<u>---</u>	<u>---</u>	<u>---</u>
TOTAL RESOURCES	<u>\$7,811,307</u>	<u>\$6,723,483</u>	<u>\$5,357,100</u>	<u>\$3,460,725</u>
 <u>REQUIREMENTS^a</u>				
Alaska Tundra	\$2,039,757	\$ 263,483	\$ ---	\$ ---
West Bear Grotto	489,000	2,077,300	---	---
Africa Bush I	---	1,055,000	2,716,435	617,000
Africa Bush II	---	---	1,082,500	2,743,725
Miscellaneous Improvements	<u>842,067^b</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
TOTAL REQUIREMENTS	<u>\$3,370,824</u>	<u>\$3,495,783</u>	<u>\$3,898,935</u>	<u>\$3,460,725</u>
 ENDING FUND BALANCE	 \$4,440,483	 \$3,227,700	 \$1,458,165	 \$ -0-

^a Project costs are those found in the Master Plan inflated at the rate of 5.5% per year.

^b Includes concluding expenditures for the Penguinarium, Elephant Museum, Lemur Island, Sculpture Fountain, Sculpture Garden, Visitor Service Improvements, Dinosaur Park, Stream and Pond, and Master Plan.

TAX SUPERVISING & CONSERVATION COMMISSION

Multnomah County, Oregon

1510 Portland Building

Portland, Oregon 97204

1120 S.W. Fifth Avenue

503/248-3054

January 13, 1984

Mr. Donald E. Carlson
Deputy Executive Officer
Metropolitan Service District
527 S.W. Hall Street
Portland, Oregon 97201

Dear Don:

With reference to the serial levy ballot title you sent over for review and comment, please note the following:

1. Notice of the election and the complete proposal must be filed with the Commission not less than 55 days before the election (March 22, 1984). Thereafter, the Commission will set a date for public hearing and discussion of the proposal with the District. ORS 294.655.

The intent of this statute is to permit a review of the ballot measure before it is filed with the election officer. The filing time with the election officer is 40 days before the election (April 6), however, as Mr. Robertson explains, it would greatly enhance election procedures if the filing could be made 61 days before the election. If you take the 61 day route, give the ballot measure to us a few days before filing with elections.

The Five-Year Operating Financial Plan Report, dated January 9, 1984, should be adequate to meet "proposal" filing requirements, assuming that the Report is adopted by the Metro Board.

2. I would suggest that there be included in the findings part of the ordinance, perhaps Section 4, a statement of policy which identifies the amount of the levy, in dollars and in percentage, to be allocated to operations and to capital.
3. It would be preferable to change all "woulds" to "wills" in the ballot measure.

Mr. Donald E. Carlson
Metropolitan Service District

January 13, 1984
Page 2

4. The allowable content of a ballot measure now consists of a caption, the question and a 150 word explanation. Formerly, the law allowed a separate Purpose and Explanation section. The Purpose and Explanation will have to be combined into one. ORS 310.390.
5. The last sentence of the ballot measure should be adjusted to allow use of capital funds for more than just the African-Bush and Polar animals. Consider changing the sentence to read "The capital funds will be used to finance building of new exhibits for African-Bush animals, polar bears and other animals and to improve and equip existing zoo facilities."
6. I don't like use of the word "basic" in the caption. Is there anything at the Zoo that is not basic? We certainly would not want to fund "unbasic Zoo operations". How about saying, "Serial Levy for Washington Park Zoo Operations and Exhibits".


I also question use of the phrase "by offsetting cost increases due to inflation" shown in the next to last sentence of the Explanation. What inflation? There is no inflation. In other words, it is best to stay away from statements that could be suggestively argumentative.

Could you say, "The Operating funds will enable the Zoo to continue the same level of services currently being provided and to maintain and operate new exhibits."

That is all I see for now.

Sincerely,

TAX SUPERVISING & CONSERVATION COMMISSION


G. J. Gutjahr
Administrative Officer

GJG:pj

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF SUBMITTING)	ORDINANCE NO. 84-169
METROPOLITAN SERVICE DISTRICT)	
ZOO SERIAL LEVY)	Introduced by the
)	Executive Officer

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

Section 1. Short Title

This ordinance shall be known as the "Zoo Serial Levy Ordinance" and may be so cited and pleaded and shall be cited herein as "this ordinance."

Section 2. Definitions

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B. "District" means the Metropolitan Service District and all of the land and territory included within the boundaries of the District.

C. "Zoo" means the Washington Park Zoo of Portland, Oregon, operated by the District under ORS 268.310(5).

Section 3. Findings

A. ORS 268.310(5) permits the District to "acquire, construct, alter, maintain, administer and operate metropolitan zoo facilities."

B. ORS 268.315 provides that "For the purpose of performing the functions set forth in subsection (5) of ORS 268.310, the District, when authorized at any properly called election held for such purpose, shall have the power to levy an ad valorem tax on all taxable property within its boundaries not to exceed in any one year

one-half of one percent (.005) of the true cash value of all taxable property within the boundaries of such district, computed in accordance with ORS 308.207."

C. The Zoo currently receives approximately 59 percent of its total revenues including those for capital improvements from serial levies that will expire at the end of FY 1984.

D. The Zoo, with unique educational and recreational offerings, is utilized by and benefits District residents.

E. A regional funding base is necessary to provide for continued adequate care, maintenance and development of the Zoo's animal collection, programs and physical facilities.

F. During fiscal years 1985 through 1987 property tax revenues of \$5,000,000 each year totalling \$15,000,000 for the three-year period will be needed to fund Zoo operating and capital expenses. Approximately \$3,000,000 each year or 60 percent are needed for operating expenses and \$2,000,000 each year or 40 percent are needed for capital expenses.

Section 4. Purpose

The purposes of this ordinance are:

A. To provide for the health and welfare of District residents by providing for the maintenance and operation of the Zoo, and for the construction and renovation of Zoo exhibits.

B. To approve submission of a mixed three-year operating and capital serial levy to be effective on July 1, 1984, to the voters on May 15, 1984, the revenues of which will be used for purposes permitted under ORS 268.310(5) and to pay the costs of holding the election.

Section 5. Submission of Tax Levy

The Council approves and hereby directs that a three-year mixed operating and capital serial levy of \$5,000,000 each year for three years, a total of \$15,000,000 for the three-year period, be submitted to the voters on May 15, 1984. If approved by the voters, this levy shall be effective July 1, 1984.

Section 6. Ballot Title

A. The Ballot Title for the levy described in Section 5 of this ordinance shall be as follows:

CAPTION:
(10 words)

CONTINUATION OF SERIAL LEVY
DEDICATED TO ZOO OPERATIONS AND EXHIBITS

QUESTION:
(20 words)

Shall the Metropolitan Service District continue to levy \$5,000,000 each year for three years for Zoo operating and capital expenses?

EXPLANATION:
(150 words)

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B. The above Ballot Title shall be filed with the Director of Records and Elections of Multnomah County not later than March 15, 1984.

Section 7. Submission of Proposal to Tax Supervising and Conservation Commission.

This ordinance and supporting financial information titled "Zoo Five-Year Financial Plan" shall be filed with the Multnomah County Tax Supervising and Conservation Commission not later than March 9, 1984, as required by ORS 294.655.

ADOPTED by the Council of the Metropolitan Service District
this _____ day of _____, 1984.

Presiding Officer

ATTEST:

/gl
0510C/366
1/23/84

STAFF REPORT

Agenda Item No. 2

Meeting Date February 13, 1984

CONSIDERATION OF RESOLUTION NO. 84-449
AUTHORIZING A NEW CLASSIFICATION OF MAINTENANCE
FOREMAN

Date: February 2, 1984

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

This item is necessitated by the current proposed amendments to the Budget/Appropriation Schedules. Ordinance No. 84-168 proposes the addition of a new position in the Zoo, Buildings and Grounds Division. While the proposed ordinance would authorize the position and expenditure, it does not establish a new classification which is also required by the Personnel Rules, Section 26. Therefore, a resolution to establish the position is proposed which would address this requirement.

EXECUTIVE OFFICER'S RECOMMENDATION

Adopt Resolution No. 84-449 establishing a new classification of Maintenance Foreman.

COMMITTEE CONSIDERATION AND RECOMMENDATION

JS/SK/gl
0694C/373
02/03/84

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)
A NEW CLASSIFICATION OF)
MAINTENANCE FOREMAN)

RESOLUTION NO. 84-449

WHEREAS, Metro Personnel Rules, Section 26, require that any new classification added to the Classification Plan requires Council approval; and

WHEREAS, Ordinance No. 84-168 amends the FY 1983-84 Budget and Appropriations Schedule to include funding for a Maintenance Foreman; now, therefore,

BE IT RESOLVED,

That the Metro Council approves the addition of a Maintenance Foreman classification attached hereto as Exhibit A to the Metro Position Classification Plan.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1984.

Presiding Officer

JS/gl
0683C/373
02/02/84

EXHIBIT A

Metro
Class No.:

Established:
Revised:
EEO:

MAINTENANCE FOREMAN

MISSION STATEMENT

To supervise and coordinate building and grounds maintenance activities; to inspect and review the activities of buildings and grounds maintenance workers; do other work as required.

DISTINGUISHING CHARACTERISTICS

The maintenance foreman is a supervisory class in the Buildings and Grounds Division of Metro's Washington Park Zoo. Buildings and Grounds Division is responsible for maintenance and upkeep of facilities and grounds. The maintenance foreman is responsible for overseeing the daily activities of maintenance work crews including mechanics, gardeners, janitors, maintenance workers and electrician. This position differs from the Buildings and Grounds Manager position which establishes major work objectives and functions as the division head.

PRINCIPAL FUNCTIONS

The duties include but are not limited to:

1. SUPERVISION

- Organizes and supervises maintenance activities.
- Develops work schedules for crews and individuals.
- Instructs and trains workers in proper work habits and techniques.
- Maintains records on employees.

2. COORDINATION

- Confers with work order initiator to determine nature and scope of work.
- Adjusts work schedules to ensure timely completion of work projects and assignments.
- Coordinates activities in emergency situations to ensure that corrective action is taken.
- Prepares necessary reports and maintains records.

3. INSPECTION

- Inspects facilities and grounds to identify deficiencies and safety hazards.

- Prepares necessary reports and maintains records on inspections.
- Inspects work and progress and upon completion to ensure quality of workmanship.

4. WORKER ACTIVITIES

- Performs maintenance activities as necessary.
- Provides technical assistance as required.

REQUIRED KNOWLEDGE AND SKILLS

Thorough Knowledge Of:

Materials, methods, general tools and equipment used in maintenance operations, including gardening maintenance and electrical; occupational hazards involved and the safety precautions necessary in the area of work assignment.

Working Knowledge Of:

First Aid practices and the administration of appropriate first aid; supervisory and work planning methods.

Skill To:

Make thorough observations of work projects; document observations and interpret findings to develop problem solutions; supervise and coordinate the work of numerous maintenance workers; coordinate a variety of activities, prioritize tasks, maintain work schedules to assure the timely completion of work; train new employees, assign work, supervise and inspect the work of maintenance personnel; keep comprehensive and accurate records; react quickly to hazardous conditions; establish and maintain effective working relationships with employees; meet and deal courteously with the public.

WORKING CONDITIONS

Duties are performed in a variety of settings including exposure to environmental elements, hazardous working conditions and may include contact with dangerous animals.

RECRUITING INFORMATION

1. Sources

Other zoos and botanical gardens or units of local governments.

2. Satisfactory combination of experience and training that demonstrate possession of the required knowledge and skill levels.