
TOWN OF LATAH

RESOLUTION 14-3

A RESOLUTION ESTABLISHING THE DUTIES OF THE TOWN OF LATAH PARKS AND RECREATION MANAGER

BE IT RESOLVED by the Town Council of the Town of Latah, Spokane County, State of Washington as follows:

IT IS HEREBY created the position of Town of Latah Parks and Recreation Manager.

IT WILL BE REQUIRED for the Town of Latah Parks and Recreation Manager will be supervised by the Mayor with the assistance of the Clerk/Treasurer.

Section 1.

The Parks and Recreation Manager will:

- 1) Maintain Park equipment (picnic tables, playground facilities, etc.).
- 2) Install picnic tables in parks by May 15.
- 3) Maintain Park watering systems.
- 4) Winterize watering systems when valve pit is drained and bathrooms in park are winterized in fall.
- 5) Maintain beds and lawn areas surrounding the Community Center.
- 6) Mow and sweep Parks as needed.
- 7) Monitor lawns and insure watering schedules are adequate for the park vegetation.
- 8) Consult with Mayor to coordinate facilities improvements.
- 9) Maintain lawns in Parks to include weed control and fertilization.
- 10) Keep playgrounds weed free and sufficiently rocked.
- 11) Maintain all park vegetation to ensure its health, appearance and longevity.
- 12) Perform monthly safety check on all park equipment.
- 13) Clean park restroom facilities as needed.
- 14) Ensure park restroom facilities are adequately supplied.

Section 2.

The Parks and Recreation Manager will:

- 1) Take daily water sample and test Chlorine level in water.
- 2) Keep daily test results log and give report to the Clerk at the end of each month.
- 3) Report test results to Water Supervisor when there are changes in Chlorine levels.

Section 3.

The Parks and Recreation Manager shall perform such duties in parks as requested by Mayor.

Section 4.

The Town of Latah Parks and Recreation Manager will be under the direct supervision of the Mayor.

Section 5.

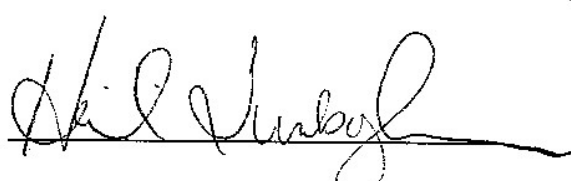
All resolutions and ordinances and parts of resolutions and ordinances in conflict with this ordinance are hereby repealed.

Section 6.

PASSED AND ADOPTED by the Town Council for the Town of Latah in Spokane County, this 5th day of August, 2014.

APPROVED 

Douglas Arnold- Mayor

ATTEST: 

Heidi Turnbough- Clerk/Treasurer