

PARK FOREMAN

FUNCTION OF THE JOB

Under general supervision to direct and perform work in the development, operation, and maintenance of parks and designated building, grounds, and equipment, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs, and performs park maintenance work at an assigned facility in accordance with the department's Natural Management Plan.
2. Prepare detailed work programs and assigns personnel and equipment to work projects.
3. Checks work in progress and completed work.
4. Directs parks maintenance personnel in the operation of all park equipment.
5. Orients, trains, and instructs employees and volunteers in proper park maintenance activities and safety practices and procedures.
6. Operates equipment such as chain saws, lawn mowers, tractors, sprayers, and trucks in the performance of park system maintenance work.
7. Operates equipment for snow removal, sanding, and deicing operations.
8. Performs preventative maintenance on equipment, facilities, and grounds.
9. Instructs employees in the safe handling and application of chemicals and monitors for proper usage.
10. Instructs employees in the maintenance programs for turf, tree, shrub care, equipment, facilities, and grounds.
11. Diagnoses and prescribes proper treatment for turf, tree, invasive species, and shrub diseases.
12. Inspects facilities and projects to determine if park maintenance work is being done properly.
13. Oversees and collects lake access, camping, and entrance fees.
14. Maintains an inventory and requisitions materials, supplies, tools, and equipment.
15. Enforces all park rules and regulations.
16. Establishes and maintains effective working relationships with the staff and the public.
17. Provides information to the general public.
18. Keeps records and makes reports including handling daily cash receipts.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of current methods of development, management, and maintenance of parks and related areas.
2. Considerable knowledge of the practices and procedures used in the operation and maintenance of tools, materials, and equipment used in park maintenance work.
3. Considerable knowledge of occupational hazards and safe work practices.
4. Working knowledge of forestry and horticultural practices.
5. Working knowledge of computerized department program software, internet, database, spreadsheet and word processing programs
6. Ability to operate, maintain, and develop park properties and their facilities.
7. Ability to plan, organize, direct, and perform park maintenance work.
8. Ability to train employees in chemical handling and in safety practices and procedures.
9. Ability to maintain financial records and accounts in accordance with established policy.
10. Ability to establish and maintain effective working relationships with the staff and the public.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to keep accurate records and to prepare reports.
13. Ability to assist in or administers all park system programs.

Training and Experience

1. High School graduation or GED equivalent.
2. Five year's experience in park maintenance or directly related work.
3. Recognized post high school training with specialization in park management, horticulture, landscape architecture, forestry or a directly related field may be substituted on a year for year basis for up to four years of the required experience.
4. Possession of a valid driver's license.