

TITLE: Municipal Service Foreman - Parks
PAY GRADE: I
DEPARTMENT: Parks & Recreation
STATUS: Non-exempt
REPORTS TO: Parks Superintendent
REVISION DATE: June 2018



PURPOSE OF POSITION:

The purpose of this position is to oversee the work output of a specific crew and efficient completion of the scope of work outlined by the Parks Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Deliver a safe and excellent customer service experience to our residents and patrons.
2. Plans, oversees and supervises the work crews.
3. Assigns and supervises the work of semiskilled and/or skilled workers and equipment operators in the repair, maintenance and construction of municipal parks, buildings, grounds and facilities.
4. Performs or assists in performing more difficult repair and construction tasks.
5. Inspects work in progress to assure conformance with instructions.
6. Requisitions necessary equipment and materials.
7. Maintains time and material records.
8. Prepares simple work reports.
9. Trains and instructs subordinates.
10. Completes outlined work assignments on the maintenance and construction of all work performed in city parks. Set-up, troubleshoot and oversee mechanical and physical operation of the aquatic center, ice rink, tennis center, shelters and satellite parks' make repairs and improvements as needed; either in relation to daily operations or project management.
11. Removes snow and ice from city parks and municipal parking lots during the winter season.
12. Removes leaves from parks during the fall season.
13. Maintains all parking lots on park property.
14. Makes recommendations to the Parks Superintendent for the preparation of the Operations Division portion of the annual budget.
15. Assists in the preparation of specifications for the purchase of new equipment.
16. Purchases materials and equipment as required to provide proper maintenance of facilities according to City's Purchasing Policy.
17. Maintains records through the asset management software package.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school education or equivalent with a minimum of five (5) years' work experience in Park Maintenance/Construction.

Minimum of three (3) years of supervisory and/or crew leader experience required.

Class B Commercial Driver's License (CDL) or ability to obtain one within 6 months of employment.

Certification in HVAC, plumbing, refrigeration, irrigation, electrical, arboriculture or related field required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate all equipment used on the job.
- Qualified in the operation of specialized heavy equipment such as skid-steer tractors, aerial basket trucks, loader/backhoes, etc.
- Knowledge of the trade(s) required in the maintenance, repair and/or construction area assigned.
- Knowledge of the occupational hazards and safety precautions of the work.
- Ability to skillfully use the specialized tools and operate equipment related to the area assigned.
- Knowledge of the hazards and safety precautions.
- Ability to multitask and prioritize requests and projects.
- Ability to work under tight time frames to meet target dates.
- Ability to take control of situations in a responsible manner.
- Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.
- Ability to establish and maintain effective and professional working relationships with other employees, department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position, including after hours for 24/7 operations.

PHYSICAL REQUIREMENTS

This is heavy work requiring the exertion of 75 pounds of force frequently, and some heavy work requiring the exertion of 100 pounds of force occasionally. Physical activities include balancing, climbing, squatting, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

WORK ENVIRONMENT

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, various fuels, chemicals, fumes, insects, infected cuts, allergic reactions to plants and/or grasses, moving parts of machinery and extreme weather conditions both hot and cold. Work is generally outdoors.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.