



## ***PARKS FOREMAN JOB DESCRIPTION***

### **DEFINITION:**

Responsible for the improvement, inspection, maintenance, and operation of City parks, joint use facilities, and landscape areas, including oversight of park and landscape maintenance contracts and special events. Performs related work as required.

### **SUPERVISION RECEIVED:**

Work is performed under the direction of the Public Works Director. This position exercises supervision over the landscape maintenance contract to ensure landscape crews are performing work as defined in the City's contract.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

- Plan and coordinates maintenance and operation of City parks, joint use facilities, and landscape areas, appurtenant facilities and playgrounds, including inspection and maintenance; evaluates maintenance issues and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities
- Coordinate and supervise contract landscape maintenance personnel regarding parks, medians, and landscape areas, and other areas under contract
- Coordinate and supervise janitorial services contract to ensure proper maintenance of public restroom facilities
- Reconcile differences of interpretation between City contract requirements and services rendered by landscape contractor
- Conduct field inspections of park, landscaped areas, playground equipment, BBQ areas and other park facilities; evaluate field problems; authorize changes or repairs as required
- Conduct weekly meetings with landscape contractors to discuss schedules, problems, and progress of contracted services
- Prepare and maintain records related to park and landscape maintenance activities
- Confer with contractors, outside agencies, and the general public; interpret and explain City policies, requirements, and restrictions
- Direct and set priorities for on-going landscape contract
- Investigate and respond to citizen complaints and inquiries regarding the maintenance of parks and landscaped areas
- Prepare cost estimates; submit justifications for budget items; monitor and track program expenditures
- Ensure grounds and facilities are clean and safe, collecting and removing trash and debris in public areas
- Inventory and procure supplies for parks, landscape and restroom facilities as required
- Plan and coordinate special events for City and Private events
- Monitor work sites to assure that safety rules and regulations are adhered to, and that work areas and all equipment are in safe operating condition
- Lead, coordinate and train seasonal, volunteer groups, and workers from community service programs when available
- Perform related duties as assigned

**KNOWLEDGE AND SKILLS:**

- Principles of park and landscape maintenance and design
- Terminology, methods, practices, materials, and techniques related to park construction and maintenance, and landscape maintenance
- Principles and practices of pesticide/herbicide application
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace
- Laws, ordinances, policies, and rules governing the conduct and safety of municipal parks
- Occupational hazards and Safe work practices
- Modern office methods, procedures, and computer equipment

**ABILITY TO:**

- Apply technical knowledge to assure compliance with proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard landscape practices and troubleshooting repairs
- Read and interpret landscape plans
- Operate and maintain all types of power tools
- Communicate clearly and concisely, both orally and in writing
- Use initiative and independent judgment within established procedural guidelines
- Assess and prioritize multiple tasks, projects, and demands
- Establish and maintain cooperative working relationships with City employees, officials, and representatives from local, state, and Federal agencies
- Work from oral and written directions
- Speak and write effectively and clearly, prepare reports and keep records or work completed, time, parts, material and supplies utilized in operations
- Train personnel on activities, procedures and practices
- Use computer hardware and software, including standard word processing, spreadsheet, calendar, email, electronic timesheet, and internet software
- Work independently without supervision

**EXPERIENCE AND TRAINING:**

An Associate's Degree in a related field is highly desirable. A typical qualifying background would be graduation from high school or possession of a GED along with three years of experience in the maintenance and repair of park grounds and facilities. Two years of experience in a lead or supervisory capacity is highly desirable.

**LICENSES:**

Possession of a valid California Driver's License and an acceptable driving record. Possession of or ability to obtain within one (1) year, an appropriate, valid qualified applicator's certificate from the California Department of Pesticide Regulation. Possession of or ability to obtain within one (1) year a certified arborist certificate from the International Society of Arboriculture or certified playground inspector or certified horticulturist is desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

Work is generally performed outdoors, with some work performed in an office setting. Outdoor work includes inspections of various parks, joint use facilities, slopes, medians, and landscape areas. Good hand-eye coordination is necessary to operate testing instruments, computers, and other office equipment.

Employee is required to stand, walk, use hands, operate tools and controls, and reach with hands and arms. Employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Employee may encounter spiders, snakes, poison ivy, and other allergic conditions.

Employee may be exposed to wet, hot or cold conditions, fumes, airborne particles, toxic or caustic chemicals, vibration, traffic, heights, confined spaces, slippery or uneven surfaces, and work around construction and maintenance equipment.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other related duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

**This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.**