

Position Description

TITLE:	Parks Foreman
WORK SCHEDULE:	Part-time to Full-time (Season Dependent)
DEPARTMENT:	Parks
SUPERVISED BY:	Public Works Director

POSITION DESCRIPTION:

General: This position is responsible for the maintenance and beautification integrity of the city parks building and grounds under the supervision of the Public Works Director. The Parks Foreman exercises mid-level field supervision over park laborers that are responsible for the day-to-day repair and maintenance operations for parks, athletic/sport fields and related public grounds including the construction, maintenance, and repair of park facilities/shelters, playgrounds, ice rink, ball fields, or other sports fields, and other landscaped areas and planters. This is a multifaceted position requiring custodial knowledge, lawn and landscaping equipment operational knowledge, basic horticultural and landscaping knowledge and self-motivational and time organizational skills as well as employee supervisory and administrative duties.

Parks Maintenance Assignment: Employees assigned to Parks Maintenance supervise, schedule, and evaluate work achieved by parks maintenance staff that repairs parks facilities or structures, inspects facilities, and completes construction trades work. Regular cleaning, disinfecting, and preparing for daily operations, events, and private party rental of park facilities. These responsibilities performed by staff include, but are not limited to, the repair or construction of shelters, restrooms, fences, sidewalks, playgrounds, lighting and electrical systems, plumbing systems, etc. When necessary, the oversight of specialized trades includes carpenters, painters, plumbers, welders, electricians, equipment operators, masons, finishers, pump technicians, etc. Additional responsibilities include monitoring of contracts (restroom service, materials supply, etc.); ensuring compliance with City policy for hazardous material storage and safety programs; communicating with police and investigators on criminal damages and vandalism, filing incident/accident reports as needed; and overseeing and scheduling employees who transport, assemble, and dismantle stage and bleacher equipment for special events.

Athletic/Sports Fields Assignment: Employees assigned to athletic/sports field maintenance supervise, schedule, and evaluate work achieved by parks maintenance staff that prepares, maintains, inspects, and repairs baseball, softball, soccer and other athletic facilities and equipment. These responsibilities performed by staff include, but are not limited to, plant life care (turf, shrubs, trees), athletic field maintenance, bleacher repair, fence repair, field preparation, mound repairs/reconstruction, field maintenance, mowing, irrigation maintenance, and parks equipment repairs (mowers, line trimmers, power washers, work carts, sprayers, etc.). Additional responsibilities include monitoring and planning of fertilization and maintenance programs for plant life, monitoring of contracts (restroom service, materials supply, etc.), ensuring compliance with City policy for hazardous material storage and safety programs, communicating with police and investigators on criminal damages and vandalism, and filing incident/accident reports as needed.

Distinguishing Features: An employee in this class functions as a first line supervisor for a parks maintenance work group. Employees in this class are expected to exercise independent judgment and initiative to ensure work is performed on schedule and according to established safety and quality standards. Plans and schedules daily work and parks improvement projects.

ESSENTIAL FUNCTIONS OF POSITION:

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

Communication: Communicates with subordinates, other City employees, vendors and suppliers, and the public in order to assign work to subordinates, give instruction in proper work methods, coordinate work, order supplies and materials, and respond to inquiries and complaints from the public. Communicates with professional organizations and recreational programming and community sports organizations in order to coordinate maintenance and establish and maintain effective working relationships. Prepares work orders, estimates of materials and supplies, activity reports, performance appraisals, and monthly reports in order to facilitate work and document maintenance activities.

Manual/Physical: Reviews the work of subordinates and contractors working on parks, athletic/sport fields and baseball fields, maintenance and preparation, equipment service and repair, and irrigation projects while in progress and upon completion, to ensure compliance with department safety and maintenance operating standards. Inspects parks grounds, athletic/sports fields, baseball fields, facilities, and work projects for conformance with safety and operating standards. Conducts inspections to observe work habits, facility damage, turf material replacement needs, and proper equipment use and maintenance. Operates a pickup truck (3/4-ton and/or one-ton) and/or dump truck requiring a standard Wisconsin Driver's License for the acquisition of parts, or to inspect equipment, playing fields, and parks facilities to ensure safety and appearance standards. Operates power-driven machinery such as bobcats, utility tractors, forklifts, trenchers, loaders and mowers, jackhammer, concrete saw, floor sanders, power washer, concrete and mortar mixers, and dump truck; and may include the operation of turf vehicles, gas-powered compactor, triplex mowers, gang mowers, gang turf mowers, rotary mowers, turf vacuum, and tractors/loader). Uses common hand tools such as: saws, routers, drills, drill press and sanders, trowels, levels, tamper, screed, float, transit, locators and testers, sprayers, rollers, brushes, masks and respirators, torches, electric snakes, and grinders. Demonstrates how to perform those tasks that are infrequently done or are more difficult. Assists with the work of crews, primarily through performance of the more difficult tasks or in the demonstration of proper work techniques. Moves concrete blocks, bags of fertilizer, and other heavy material (weighing up to 90 pounds) using a cart or other aid to assist with the lifting to transport to work sites. Works in a variety of weather conditions while performing construction tasks. Meets scheduling and attendance requirements. Works around or uses potentially hazardous materials requiring the use of specialized equipment.

Mental: Plans, schedules, supervises, and evaluates the work of unskilled, semiskilled, and skilled workers, and maintenance personnel. Sets work priorities and determines work projects to be conducted on a day-to-day basis. Determines equipment, materials, and personnel needed for specific projects. Coordinates the work of temporary personnel or outside contractors who may be assigned to work on major construction repair projects. Assesses and assigns priorities to problems and work assignments when confronted with several pressing demands at one time. Reassigns workers from one project to another to meet emergency demands and changing priorities. Trains subordinate personnel in grounds maintenance tasks and equipment operation. Prepares recommendations on personnel, supplies, and equipment needs for the budget. Assists in the

development of specifications for purchase of supplies including research of products and equipment within area of responsibility.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Supervisory responsibilities include: assisting in the selection of staff; training subordinates; establishing goals and tasks; identifying, coordinating, and evaluating projects; prioritizing, scheduling, assigning, and monitoring daily work; coordinating the weekend crews; and conducting performance appraisals as requested.

Administrative duties include: planning and coordinating parks and/or facilities repairs, construction, and maintenance projects; estimating and purchasing materials and supplies; monitoring costs for budget input; data gathering and report writing; developing maintenance standards and procedures for assigned area; purchasing equipment and supplies; coordinating and equipment repair.

Maintenance responsibilities include:

Daily inspection and maintenance of park restroom facilities including stocking of toilet tissue, paper towels, cleaning of toilets, sinks, floors, walls and ceilings, and other maintenance as necessary to keep the restrooms in clean working order for public use. Maintenance of all park grounds including the mowing of grass turf, raking, mulching and disposal of leaves, trimming of hedges, bushes and evergreens, trimming trees, seeding grass, trimming grasses and weeds around all trees and structures, planting and watering of flower beds and containers, bushes, shrubs and trees, and other various landscaping. Maintenance of garages, shelters, pavilions and all structures located on the parks grounds throughout the city. Maintenance of picnic table and benches, seawall structures, and boat docking facilities. Inspection, installation and maintenance of playground equipment. General grounds maintenance including pick up and removal of garbage. Adhere to safety rules, policies and guidelines of the city. Completes related duties and projects as required by Public Works Director.

QUALIFICATIONS:

Employee Values: All employees of the City of Omro are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, Integrity. Must possess mental alertness, tact, courtesy and the ability to get along well with others. Must provide good judgement, honesty, commitment, accuracy, and discretion. Must have the ability to establish and maintain effective working relationships with city officials, employees, related business associates and the public.

Minimum Qualifications Required. Must be at least 18 years of age with a valid driver's license. Any combination of training, education, and experience equivalent to high school graduation or GED, supplemented with coursework related to assignment. Considerable (3 - 5 years) experience in the specified assignment area (turf management, park grounds, landscaping, or maintenance of related fields). At least one year in a lead or supervisory capacity.

Knowledge/Skill/Abilities: (May vary by assignment)

Knowledge of: the techniques used in planning, budgeting, and goal setting; PCs and office-related software; the methods, practices, and materials used in masonry, rough and finished carpentry, welding, painting, plumbing, and electrical work; equipment and safety hazards common to parks maintenance work; safe installation procedures for parks facility and playground equipment; turf management standards for spraying of pesticides, turf growth practices, the methods and procedures in masonry, carpentry, welding, painting, and electrical work; the procedures, materials, equipment, safety standards, and tools used in grounds maintenance; the diseases and pests which

may infest grass, and the various ways of treating them; the chemicals used to control plant pests and diseases, and safety precautions to be observed in their use; soil treatment as related to the establishment of conditions conducive to the healthy growth of grass and other plants; the procedures and techniques used in the planting and care of shrubs, trees, and other greenery; plants, soils, fertilizers, pesticides, and herbicides; the methods, practices, tools, equipment, and materials used in installing and repairing irrigation and sprinkler systems; turf management standards for spraying of pesticides, turf growth practices, and soil mixes for the infield and outfield of ball fields; facilities maintenance standards for plumbing, electric, and roofs; the procedures, materials, equipment, safety standards, and tools used in grounds and building maintenance; the diseases and pests which may infest grass and the various ways of treating them; and the principles and methods of supervision, including scheduling, organizing, coordinating, training, and evaluation. Skill in trades associated with park maintenance, repair, preparation, alteration, and construction of park grounds, facilities, ball fields, and other landscaped areas.

Ability to: supervise and coordinate the work of City and non-City maintenance staff during the City's exclusive use and shared-use of recreation and park facilities; write reports and proposals regarding maintenance operations; break large projects down into smaller work units and assign and coordinate work progress; work within established guidelines and policies; oversee the proper maintenance of athletic fields, seeing that lines are painted and visible; resolve work-procedure problems and questions presented by subordinate-level staff; supervise, coordinate and schedule staff; understand and follow oral and written instructions and simple diagrams; establish and maintain effective working relationships with those supervised, coworkers, and representatives from other sports and/or event organizations, the general public, and other City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Substance Abuse Testing. Yes.

Criminal History Background Check: Yes

Preferred/Desirable Qualifications. Preferred experience with construction. Email and mobile phone contact desirable.

Official Use:

Effective	January 1, 2018
Updated	January 8, 2018
Approved	January 8, 2018 Public Works Director