

## **PARKS AND GROUNDS FOREMAN**

### **SUMMARY**

Plans, schedules, coordinates and supervises the work activities of employees and crews in the Parks Division. Personally performs a wide variety of activities related to the maintenance of parks, grounds and performs preventive maintenance on equipment. Also performs and supervises specialized tasks related to the fountain and trimming of trees. Maintains landscaped areas for the City and assures the proper maintenance and repair of landscaping tools and equipment. Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Parks Superintendent.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned full-time, part-time and seasonal employees.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plans, schedules, coordinates and supervises the work activities of work crews in the Parks Division. Designates other employees to supervise individual work crews if appropriate. Gives technical advice and assistance to employees.
2. Supervises and performs activities related to the maintenance and repair of all park facilities and equipment, such as lawn care and landscaping, plumbing, welding and fabricating, concrete work, painting, fence repair, snow removal, building maintenance.
3. Operates heavy equipment, such as front-end loaders, backhoes, and dump trucks involved in parks maintenance operations, including snow plowing and removal, rubbish or brush removal, and the transport of other material.
4. Instructs other employees in the proper use of equipment and assists in developing and maintaining safety programs. Makes inspections to ensure that proper safety precautions are being observed.
5. Displays ingenuity in determining functional and cost-efficient solutions for maintaining parks facilities and equipment.

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6. Determines required routine maintenance of parks and grounds. Ensures that all park-related equipment is adequately maintained. Prioritizes routine and special maintenance tasks.
7. Prepares and maintains records and reports related to daily maintenance activities and facilities usage. Ensures accurate submission of departmental timesheets and other records.
8. Responds to citizen inquiries and to complaints concerning perceived problems with City Parks, Right of Way trees and related facilities.
9. Assists in developing specifications and bids for and purchasing parks-related equipment and supplies and maintaining related inventories.
10. Evaluates employee work performance and conduct. Recommends or imposes disciplinary action when necessary.
11. Schedules, supervises and performs a full range of duties related to parks and grounds maintenance and related equipment upkeep.
12. Maintains City landscaped areas.
  - a. Mows lawns in City parks, surrounding City buildings and on City street right-of-ways. Operates power mowers and trimmers.
  - b. Maintains lawn sprinkler systems. Repairs or replaces hoses and fittings.
13. Assists in the maintenance and repair of landscaping tools and equipment.
  - a. Lubricates, adjusts and makes repairs to such mechanical equipment as chain saws, power mowers, stump removers, snow blowers.
14. Adheres to established safety policies and procedures and participates in safety instruction and programming
15. Performs related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA'S) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may be required to work weekends, holidays and represent the City at meetings and conferences.

Knowledge of the methods, materials and equipment used in the maintenance of parks and the maintenance and repair of related facilities and equipment.

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Knowledge of the proper and safe operation and maintenance of common tools and equipment used in the repair and maintenance of buildings, equipment, and grounds.

Knowledge of facilities and grounds requirements for various recreational and athletic activities.

Knowledge of public and employee safety practices to minimize injury and property damage at City work sites.

Knowledge of regulations and policies governing public works field operations.

Skill in determining priorities and establishing work schedules to effectively meet City and community needs.

Ability to prepare and maintain accurate records and reports.

Ability to plan, coordinate, assign, train and supervise the work of subordinates engaged in a variety of activities.

Ability to establish and maintain effective working relationships with other employees, City officials and the public.

Educational requirements include a high school diploma or the equivalent, supplemented by experience or vocational training in areas such as landscaping, mechanics and/or heavy equipment usage.

Two to five years of supervisory experience preferred.

Three years of progressively more responsible experience in operating heavy equipment and directing and performing building and grounds maintenance.

Knowledge of basic lawn maintenance procedures.

Knowledge of safety precautions and procedures for tree trimming and those to be followed in generating power driven tools and equipment.

Skill in identifying common tree diseases and infestations.

Michigan Commercial Pesticide Applicator License with Category 6 Right-of-Way endorsement is required within one year of employment.

A valid Michigan Driver's License is required, with a Class B CDL preferred.

A valid Pool Operator certification or experience in water treatment is preferred.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand; walk; sit; talk; hear; and use hands to finger, handle, or feel. The employee is regularly required to reach with hands and arms; stoop; kneel; crouch; and crawl. The employee is occasionally required to climb or balance, and travel to other locations. The employee must frequently lift and/or move up to 70 pounds. Specific vision abilities required by this job include peripheral vision and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or heavy equipment and all kinds of outside weather conditions. The employee is frequently exposed to fumes or airborne particles and grease and oil from equipment. The employee is occasionally exposed to toxic or caustic chemicals, sharp or otherwise dangerous instruments or equipment, and vibration. The noise level in the work environment is usually moderate to loud.

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