

PARK MAINTENANCE FOREMAN

DEFINITION

To organize, assign, schedule and review the work of assigned staff engaged in maintenance of park and open space division facilities and equipment; to perform construction, installation, repair and maintenance duties requiring specialized knowledge; and to provide highly responsible maintenance support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Park and Recreation maintenance series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing complex maintenance, construction and repair duties and providing technical and functional supervision over assigned maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned park maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of duties related to the park and recreation maintenance division activities.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Oversee maintenance, the adjustment and repair of recreational and park facilities, systems and equipment including for open space land, general and urban landscaping, tree maintenance, seasonal plantings, irrigation systems and related needs.

Oversee gardening duties related to pruning, spraying, mowing, fertilization, mulching, vegetation abatement, erosion prevention, tree removal or pruning, and related activities; oversee park and playground inspections for public safe use.

Oversee minor construction of park and facility improvement projects; oversee, assemble or install equipment related to a variety of parks and recreation facility needs; oversee maintenance and renovation of turf and sports playing fields; ensure lighting is maintained and equipment repairs and painting are scheduled and performed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Park and recreational facility and equipment minor construction, gardening, repair and maintenance.

Principles and practices of safe use of equipment, tools and equipment.

Ability to:

Perform the most complex duties related to minor construction, gardening, repair and maintenance of park and recreational equipment and facilities.

On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment' stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders and climb up on to heavy equipment and begin operations; perform

simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Safely perform diagnosis, installations or repair of equipment related to irrigation systems and other equipment and systems used by the parks and recreation division.

Assemble, repair, install or construct a variety recreational equipment, playground equipment and related park equipment.

Safely use a variety of power and manual tools in the performance of installation, construction, repair and maintenance of facilities and equipment.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Park Maintenance Worker II with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a State of California Qualified Applicators Certificate is required at time of hire.

Possession of Certified Playground Inspector Certificate is required prior to the completion of the probationary period or at time of appointment.

Possession of an Irrigation Association Certified Irrigation Technician (CIT) certificate is required prior to the completion of the probationary period or at time of appointment.

Possession of an Irrigation Association Certified Landscape Irrigation Auditor (CLA) is required prior to the completion of the probationary period or at time of appointment.