GENERAL PURPOSE

Under direction of the Parks and Public Works Director, the Park Foreman supervises and participates in the work of skilled, semiskilled and unskilled workers involved in the construction and maintenance of public parks, buildings, recreational areas and facilities and does related work as required.

DISTINGUISHING CHARACTERISTICS

The Park Foreman exercises functional and technical supervision over the Park Division employees.

ESSENTIAL FUNCTIONS

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Supervise and assist in the maintenance and care of park and related facilities involving the planting of trees, flowers, shrubs and grass; supervise and assist employees engaged in planting, removing, trimming trees, lowering limbs, removing cuttings and operating tree trimming equipment.

Supervise and participate in the installation and repair of irrigation systems, recreation equipment and athletic facilities; operate automotive and maintenance equipment; supervise and assist in the treatment of grass, plants, shrubs and trees with chemicals in the control of insects and deceases.

Perform the more skilled tasks assigned to park maintenance crew and uses specialized machines including power and hand tools; maintain records of work performed and supplies used; estimate labor and material costs for work to be performed.

Assist the Park Superintendent in the selection and evaluation of assigned personnel; supervises and trains employees engaged in the operation of light and heavy equipment; responsible for use of personnel and equipment in a manner which is safe and causes minimum interference with pedestrians and vehicular traffic.

Assists in the development of safety rules and procedures and ensures adherence to proper safety precautions.

Perform related duties as assigned.
QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
Methods, procedures, tools, equipment and materials used in planting, cultivating, propagating, fertilizing and trimming of trees, shrubs, flowers, and the removal of trees.

Plant and tree pests and diseases and the methods of their control and eradication; basic construction repair methods, including carpentry, pipe fitting, painting and cement work; maintenance and repair of light power equipment.

Record keeping and reporting requirements; the use of pesticides and other hazardous chemicals used in landscaping.

Principles of supervision, training and performance evaluation; safe work practices.

Skills/Abilities
Supervise personnel in the performance of park construction, tree maintenance and repair tasks; perform skilled park construction, maintenance and repair tasks; operate a variety of equipment and power tools used in park and tree maintenance.

Read and interpret construction plans and specifications; schedule work of tree and park maintenance crews; maintain proper records and accurate reports.

Instruct others in the safe and efficient use of tools and equipment; communicate clearly and concisely, orally and in writing; understand carry out oral and written instructions.

Attain understanding of and competence in reading and interpreting construction plans and specifications and prepare plans for minor projects.

Communicate clearly and concisely, orally and in writing; understand and carry out oral and written instructions; supervise, train and evaluate subordinates.

Establish and maintain effective working relationships with other employees, property owners, and members of the public, and with those contacted in the course of the work.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
Graduation from high school (or substitution of G.E.D. or California Proficiency Certification).

Experience
Three (3) years of increasingly responsible experience in park, building or grounds maintenance.

Licenses/Certificates
 Possession of a valid California Class C driver’s license.

Possession of Pesticide Applicator License (QAC)
Physical Demands and Work Environment

Physical demands
The physical demands described 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.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to sit, stand, walk, crawl, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. Employee must occasionally lift and/or move up to 85 pounds. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is regularly required to talk or listen, in person and by telephone. Operate light and heavy motorized equipment, and/or automobiles or trucks while performing the duties of this position. Intermittently, twist to reach equipment; perform maintenance to and construction of streets, curbs, gutters and other infrastructure; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.

Work environment
Characteristics described 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.

Employee generally works 5% indoors and 95% outdoors. The work environment indoors is usually in a temperature-controlled office. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions and is exposed to hazardous materials such as pesticides that may cause injury or illness if not used correctly. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction and heavy motorized equipment.

Department: Parks and Public Works
FLSA Status: Non-Exempt
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