

Parks Foreman**Department:** Parks**Reports to:** Golf Superintendent**Pay Grade** 29**Date:** August 2017**FLSA Status:** Non-Exempt**Salary Range** \$17.00 - \$22.75**JOB DESCRIPTION****Summary/Objective**

Under direction of the Golf Course Superintendent to perform routine and semi-skilled laboring tasks in the maintenance of parks and sprinkler systems and instruct less experienced crew members in operations; and to perform related work as assigned. Assignments at this level are characterized by the requirement to work at a high level of independence and to exercise primary responsibility for the operation and maintenance of the parks.

Essential Functions:

- Oversees watering of Parks;
- Maintains clocked sprinkler systems;
- Digging to install and maintain pipes of a sprinkler system;
- Shoveling of snow removal in the winter;
- Identifies improvements need at parks and report improvements needed;
- Ensure the safe and proper use of all equipment;
- To train equipment operators in the proper methods of mowing;
- Provides landscaping as needed;
- Maintains irrigation system in proper working order;
- Provides supervision and is a working supervisor of seasonal personnel;
- Provides safety and training for the seasonal employees of the parks department;
- Inspects all City Parks to insure proper maintenance standards;
- Prepares basic records and reports, including daily time sheets, vehicle inspection reports, accident reports etc.;
- Maintains playground equipment and fall out zones;
- Provides help to other departments as needed.

Competencies:

1. Problem Solving/Analysis.
2. Leadership.
3. Organizational skills.
4. Mechanical skills.
5. Technical skills.

Supervisory Responsibility

This role manages and supervises seasonal employees in the parks department and is responsible for the coordination of the parks seasonal crew. Responsibilities include interviewing, hiring and training seasonal employees; planning, assigning and directing work of seasonal employees; and addressing complaints and resolving problems.

Work Environment

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands

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

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle or feel; reach and pull with hand and arms; and talk or hear. The employee is regularly required to stand, walk, twist, bend and kneel. The employee must regularly lift or move up to 25 pounds and frequently lift or move up to 50 pounds. The employee must regularly dig and shovel, digging for the sprinkler system and shovel of snow removal.

Position Type/ Expect Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 6:00 AM to 3:00 PM. Frequent evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

Equivalent to a High School Diploma and knowledge in landscape maintenance or park maintenance. Supervisory experience and experience in handling multiple assignments. Must possess a valid Idaho driver's license and have a satisfactory driving record.

Preferred Education and Experience

A degree in Landscape Maintenance or Parks Maintenance.

Additional Eligibility Qualifications

Knowledge in sprinkler systems.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

City Administrator _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

I understand and can perform the essential job functions of this job with or without reasonable accommodations.

Yes No