



Parks Foreman

Job Summary

- This position is responsible for the maintenance of District buildings, facilities, and sports fields.

Major Duties

- Coordinates the maintenance of parks and facilities
- Ensures that seasonal parks maintenance staff comply with relevant safety and health standards
- Inspects district facilities to identify maintenance and repair needs; assists in setting maintenance and project priorities
- Designates lead workers and assists in their training; serves as technical consultant to crews in the field
- Supervises and assists in park equipment repair and maintenance
- Assists in the development of equipment maintenance and replacement schedules
- Maintains assigned vehicle
- Performs plumbing, electrical and carpentry repairs as needed
- Performs related duties

Knowledge required by the position

- Knowledge of parks maintenance principles and practices
- Knowledge of supervisory principles and practices
- Knowledge of building and grounds maintenance principles
- Knowledge of irrigation system installation and maintenance principles
- Knowledge of the operation and maintenance of a variety of parks maintenance tools and equipment
- Skill in the operation of computers and job-related software programs
- Skill in planning, organization, and decision making
- Skill in the inspection of equipment and facilities and the identification of repair and maintenance needs
- Skill in the use and maintenance of grounds maintenance equipment
- Skill in oral and written communication

Supervisory Controls

- The Executive Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Guidelines

- Guidelines include the District Policy and Procedures Manual and equipment operation and maintenance manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

Complexity/Scope of Work

- The work consists of varied supervisory and technical duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the maintenance of parks grounds and facilities. Successful performance contributes to the provision of quality parks, recreation, and leisure services to area residents.

Contacts

- Contacts are typically with co-workers, vendors, contractors, part-time and seasonal personnel, and the general public
- Contacts are typically to resolve problems, provide services, and motivate persons

Physical Demands/Work Environment

- The work is typically performed while intermittently sitting, standing, stooping or walking. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Supervisory and Management Responsibility

- This position has functional supervision over seasonal and part-time personnel as assigned

Minimum Qualifications

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years experience or service in public grounds and facility maintenance
- Possession of a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment operated