

JOB DESCRIPTION

Class Title: Parks/Cemeteries Foreman
Department: Parks & Recreation
Location: Joseph L. Ferris Community Center
Date: June 15, 2020

GENERAL PURPOSE

Performs a variety of administrative, supervisory and semi-skilled tasks in the maintenance and operation of City parks, cemeteries, playgrounds, skating areas, municipal swimming pool, athletic fields, municipal auditorium, and other facilities.

SUPERVISION RECEIVED:

Works under the direct supervision of the Parks and Cemeteries supervisor, but must be able to exercise professional judgement and initiative in the position.

SUPERVISION EXERCISED:

Supervises and trains part time temporary personnel as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed, in conjunction with the Parks/Cemeteries Supervisor.
- Communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Locate, show, sell, and update record all new cemetery lots, and upgrade existing records, under the supervision of the Parks/Cemeteries Supervisor. Locate, measure in, dig, and make ready for all funerals and interments, and locate grave sites through card research and deed clarification for monument companies and family inquiries.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Lays out daily work schedules and assigns tasks to appropriate individuals, crews or combination of crews, and coordinates the completion of the same.
- Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.
- Determines, calculates and secures the appropriate materials and supplies for a specific project.
- Inspects services provided by contractors or vendors for compliance with performance standards.

JOB DESCRIPTION

- Improves work methods to accomplish assigned work. Assists in projecting needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.
- Assures that tools and equipment are properly maintained and kept in proper working condition.
- Assigns, supervises and evaluates grounds keepers, assigned maintenance workers, or temporary employees.
- Prepares and maintains daily, monthly, and annual reports and records, as assigned.
- Responds to public inquiries; provides information within scope of knowledge and position.
- Coordinates usage and maintenance schedules of grounds, fields and facilities.
- Oversees and assists in the mowing and maintenance of parks, cemeteries, and athletic fields; cleans and maintains recreation facilities such as tennis courts, outdoor basketball courts, playgrounds, etc.
- Oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.
- Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of grounds and open spaces.
- Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
- Opens and closes, locks and unlocks facilities as needed.

PERIPHERAL DUTIES:

- During winter months, assist in auditorium maintenance and recreation programming as required, and maintaining the city's outdoor skating rinks, with ice making, plowing, and supervision.
- Assists in developing and maintaining a turf and open space maintenance management system. Develops maintenance and operating procedures and methods within limits of departmental policies and procedures.
- Assists in setting up and taking down equipment for various programs, prepares facilities for park and recreation program use.
- Assists in the construction of new open space facilities, including clearing, grading, drainage, and foundation work.
- Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.
- Serves as a member of various employee committees, as assigned.
- Performs some or all of the duties of a Grounds Keeper as required.

JOB DESCRIPTION

DESIRED MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or GED equivalent, and
- (B) Five years experience in repair and maintenance work, at least two of which have been with a park system, or
- (C) Any equivalent combination of relevant education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- (A) Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions.
- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing;
- (D) Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS:

Valid state of Maine driver's License or ability to obtain one. A Herbicide applicator's license and Commercial Driver's License endorsement are desirable.

TOOLS AND EQUIPMENT USED:

- Pickup truck; and
- lawn and landscaping equipment, including tractors, mowers, aerator, chain saw, edger, weed trimmers, electric motors, pumps, snow plows, snow blowers, sprinklers, irrigation systems; and
- miscellaneous hand and power tools for turf maintenance; and
- carpentry, painting, plumbing, electrical, and cement finishing work; and
- swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc..

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 regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

JOB DESCRIPTION

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. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name (Print)

(Employee Signature)

(Date)

Supervisors Name (Print)

(Employer Signature)

(Date)