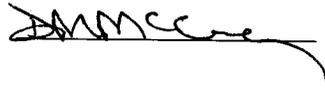
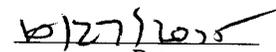


Job Description


City Manager's Signature

Date

Title: Foreman – Parks
Department: Streets/Parks Maintenance
FLSA Status: Non-exempt
Reports to: Maintenance Director - Streets
Pay Grade: 131

Minimum Qualifications

- A. Education and Experience:
High School diploma or GED with a minimum of five (5) years of experience in grounds, parks, rights-of-way and road maintenance, storm drainage and maintenance, or construction required. Two (2) years of experience in the maintenance of parks and athletic fields and preparing fields for athletic events preferred. Or an equivalent combination of education, experience, and/or training that provides the required knowledge, skills, and abilities. Bold supervisory skills required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Class “B” commercial driver’s license required.
Class “C” Stormwater Technician certificate preferred.
Public Pesticide Applicator’s license preferred.
- C. Knowledge, Abilities, and Skills:
Must have working knowledge of modern engineering practices, equipment and materials, and methods as related to street, tree removal, and maintenance and repair work. Skilled in the operation of grounds-keeping, construction, and maintenance equipment. Knowledge of automotive equipment operations. Excellent interpersonal skills and oral and written communication skills required.

General Description

Supervises, coordinates, and participates in a variety of maintenance and construction activities, primarily related to the repair and maintenance of City streets and rights-of-way, and City parks and recreation grounds, while ensuring that all work is performed in a safe and efficient manner. Skilled in the operation of grounds-keeping, construction, and maintenance. This is an active, physically demanding outdoor job.

Essential Functions

1. Performs maintenance/repairs/construction work and assists workers in performing operations as required.



Job Description

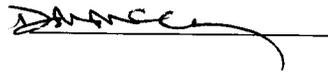
City Manager's Signature

6/27/2015
Date

2. Operates intermediate and large size construction equipment in a safe and efficient manner.
3. Ensures that work is performed in a safe and efficient manner, and that proper personal protection equipment (PPE) is being used by employees.
4. Investigates complaints; endeavors to maintain good public relations.
5. Works on an "on-call" basis during peak/emergency periods as needed (Shrimp Festival, hurricane season, etc.)
6. Places orders for required materials, parts, and equipment.
7. Maintains construction maps and drawings.
8. Prepares comprehensive work reports and maintains records.
9. Trains, develops, and appraises staff effectively.
10. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
11. Attends and participates in administrative meetings as required.
12. Mows, weeds, fertilizes, and monitors city parks and athletic fields. Performs mowing operations using mowers, tractors.
13. Operates various grounds-keeping, construction, and maintenance equipment as required in performance of job function.
14. Installs and repairs irrigation equipment.
15. Prepares athletic fields for sporting events such as baseball, football, soccer, etc.
16. Repairs of facilities including painting, etc.
17. Complies with OSHA Safety and Health rules.
18. Coordinate duties of assigned crew to ensure project is completed properly and timely.
19. Responsible for overseeing work site to ensure the proper safety measures and precautions are put in place, and to ensure site is clean and safe prior to leaving.
20. Coordinate, oversee, and participate in mowing City properties and preparing mowing equipment for the assignment.
21. Coordinate, oversee, and participate in the work of the assigned crew including, but not limited to digging, laying pipe, gluing pipe, as well as digging, painting, repairing fences and playground equipment, as well as other construction and irrigation related tasks.
22. Other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), smelling, heavy lifting and carrying (up to 100 lbs.), reaching, pulling, pushing, walking, sitting, standing, kneeling, bending, balancing, stooping, climbing, crawling, driving, operating equipment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.



Job Description

City Manager's Signature

10/27/2015
Date

Environmental Conditions

Works inside and outside in various weather conditions with dust, dirt, noise, fumes, grease, oils, electrical energy, slippery surfaces, and vibrations. Works in or with moving objects.

Key Competencies: Integrity, Professional/Technical knowledge, Attention to Detail, Flexibility, Energy, Teamwork, Adaptability, Interpersonal Skills, Communication (oral and written), Safety Awareness.