



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: PARK FOREMAN

DIVISION: Parks
REPORTS TO: Parks and Facilities Manager (P&F Manager)
DATE Revised: August 31, 2011

CLASSIFICATION CODE: 7451
FLSA STATUS: Non-exempt

POSITION SUMMARY:

Under general direction, positions in this classification plan, schedule, assign, direct, coordinate and participate in the day-to-day activities of subordinate staff that perform a variety of grounds and/or mechanical maintenance activities in District park and recreation areas to perform specified administrative and other related tasks associated with assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Park Foreman position is responsible for performing journeyman-level work within park units or crews. Foremen are assigned crews and provide lead supervision, planning and scheduling of work for the crews. This class is distinguished from the P&F Manager in that the latter has full supervisory responsibility over all personnel assigned within the park maintenance division and the Facilities maintenance division. The Foreman may act for the P&F Manager in the latter's absence. In addition, the Foreman spends the majority of his/her time in the field, rather than in an office. The Park Foreman may act as the District representative for contract services. The Park Foreman differs from the Park Maintenance II in the lead supervision exercised over assigned park units and the responsibility assumed in his/her various roles. Incumbent shall, at all times, demonstrate cooperative behavior with all District personnel, other agencies, organizations, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Leads, coordinates and reviews the work of assigned staff that may include Park Maintenance I and II, Mechanic, Park Specialist classifications, seasonal employees, volunteers and work alternative program participants engaged in park maintenance projects; complies with the District IIPP to insure safety of employees and the public, communicates changes in projects, procedures or focus to crew; resolves on-site problems; ensures timely completion of work; monitors and inspects work of crew for adherence to standards and adequacy of accomplishment.
2. Oversees complex systems and equipment in one or more areas of assignment such as park landscape and facility construction, irrigation systems, weed and pest control, and landscaping and grounds.
3. Organizes, schedules and assigns grounds work according to available personnel, and schedules work in coordination with other crews and in accordance with the seasonal maintenance needs.
4. Communicates with manager regarding project status; identifies and informs manager of park maintenance and horticultural problems and needs.
5. Evaluates performance of assigned employees.
6. Completes and maintains worksheets, schedules and reports; assists the manager in maintaining records and time sheets, and in writing reports and proposals.
7. Supervises maintenance and care of vehicles, tools and equipment.
8. Ensures use of safe and efficient on-site work practices and procedures.
9. Performs grounds park maintenance work requiring specific skills, such as trimming trees, maintaining irrigation systems, selecting and applying insecticides, herbicides and fertilizers.

10. Operates pickup and dump trucks, tractors, rototillers, cement mixers, chain saws, skip loaders and other similar equipment.
11. Selects plant, shrub and tree stock.
12. Diagnoses turf and plant problems; implements control procedures.
13. Plans and approves application of pesticides using a Qualified Applicator Certificate or License.
14. Responds to questions and comments from the public and communicates District policy, rules and regulations.
15. Coordinates work efforts with volunteer groups, recreational programs, and court referral programs.
16. Determines park maintenance needs such as personnel, equipment and supplies in the planning and scheduling of work activities; evaluates material and equipment requirements for crews; submits requisitions for additional supplies; provides input to the manager in ordering and tracking supplies and equipment and in monitoring the use of materials to maintain inventory.
17. Assists manager with project preparation; provides input on park maintenance budget preparation.
18. Attends meetings to exchange information on department policies, procedures and may participate on committees to develop recommendations.
19. Assists in an advisory capacity in hiring, performance reviews and other personnel processes.
20. Attends trainings, workshops, and classes related to job duties; conducts and provides training of park maintenance personnel, seasonal employees, work alternative programs and volunteers.
21. Instructs new employees and crew members in park maintenance, horticulture, use of tools and equipment, safety procedures, rules and operations.
22. Demonstrates computer literacy.
23. Performs related work as required.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

May prepare written recommendations for pesticide application.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. Employees in this position will typically perform the majority of their duties and responsibilities in an outdoor environment and be exposed to varying climatic conditions. The employee may: perform work alone, or as part of a team and in close proximity to others, be assigned duties at various site locations; be subject to call out, or work a varying work week. The employee may be exposed to: varying noise levels; dust, fumes, pollens, pesticides, herbicides, fertilizers, vibration and rodent control agents. The employee may perform work on slippery or uneven surfaces, on ladders or scaffolding, around moving vehicles and equipment and equipment with moving parts. The employee will be required to wear a uniform and appropriate safety apparel and equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee is required to perform tasks requiring a relatively high degree of physical strength and endurance, stand and walk for long periods of time, reach above and below waist level, have bodily movement adequate to climb, stoop, kneel, crawl, crouch and traverse rough uneven terrain, safely push, pull, lift and carry objects weighing up to 50 pounds, push and pull mowers and other equipment; communicate clearly in person, by telephone and by radio; have vision adequate to read fine print and visually identify diseases and pests; have manual dexterity and vision to safely use equipment and tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: High school diploma or the equivalent and Completion of two (2) semester, or three (3) quarter, units in Ornamental Horticulture or a related field within six (6) months of hire
and

Experience: Five (5) years of recent paid experience in landscaping, grounds keeping or a related field (possession of a two-year degree in Ornamental Horticulture or a related field may substitute for 2 years of experience) with two (2) of the five (5) years in an increasingly responsible supervisory or lead capacity; or an acceptable combination of education, experience, or training as determined by the District; and possession of the following knowledge and abilities as demonstrated on the Park Foreman examination.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of employee lead supervision, counseling and disciplinary action;
- Methods, materials, equipment and practices used in the maintenance, repair and construction of parks and related facilities;
- Basic carpentry, plumbing, masonry and landscaping;
- Operation, maintenance, and repair of equipment and tools used for grounds and mechanical maintenance activities;
- Principles, practices, techniques and terminology of inspection and park landscape maintenance;
- Manual and automatic irrigation system installation, operation and repair;
- Common names and proper procedures for the care of grass, plants, trees and shrubs;
- Proper cultivating, pruning, shaping, trimming and other procedures for different tree species;
- The insects, parasites, pests and diseases found on plants and trees, and techniques for their control;
- Safe preparation and application of pesticides, and soil amendments;
- Occupational hazards and safety precautions necessary in area of work assignment;
- Principles of first aid, safety practices and safety codes.

Ability to:

- Understand operations and safety precautions, procedures, rules and regulations and implement them on a continual basis;
- Schedule, assign, lead, coordinate and review the work of Park Maintenance personnel;
- Troubleshoot working problems as they arise;
- Work from oral and written directions;
- Speak and write effectively and clearly;
- Estimate manpower, time, material and equipment needed to complete work assignments;
- Apply District rules, regulations, processes and procedures;
- Read and interpret sketches, plans, diagrams and blueprints;
- Understand engineering or landscape specifications and plans;
- Coordinate and schedule landscape inspections;
- Establish and maintain effective working relationships with agency personnel;
- Resolve disputes;
- Perform arithmetic calculations and take simple measurements;
- Prepare reports and keep records of work completed, time, parts, material, and supplies utilized in operations;
- Train personnel on activities, procedures and practices;
- Establish and maintain effective working relationships with the public and other agencies;
- Acquire a thorough knowledge of district rules and regulations and procedures of enforcement.
- Use computer hardware and software, including standard word processing, spreadsheet, calendar, email and internet software.

LICENSES AND CERTIFICATIONS:

Possession of a valid Class C California Driver's License, with a satisfactory driving record at time of appointment and maintenance throughout employment. Within one year of employment, possession of any two

of the following: California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), categories B and C; California Department of Pesticide Regulations Qualified Applicator's License (QAL), categories B and C; Certified Arborist from the International Society of Arboriculture (ISA); and Certified Irrigation Auditor from the Irrigation Association (IA).