



JOB DESCRIPTION

TITLE: Trails and Open Space (TOS) Foreman
DEPARTMENT: Parks and Recreation
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Skilled Craft Worker
REVISION DATE: 07/02/2018

POSITION SUMMARY

In general, under the direction of the Trails and Open Space Manager, the (TOS) Foreman supervises and coordinates the work activities of full-time, part-time and seasonal (TOS) employees. Engages in a variety of (TOS) projects, including but not limited to; trail maintenance and construction and weed control. Considerable emphasis is placed on safety procedures, keeping assigned staff productive, working in a team-oriented environment, and operating and maintaining equipment ranging from small hand tools to heavy equipment.

In particular, the Trails Specialist is responsible for Corner Canyon Regional Park and all Draper City trails and open spaces. Plans, supervises, coordinates and participates in the maintenance and construction of trails and open space properties and facilities for the City. Will interact with various other government agencies, foundations and the public on environmental issues and parks and open space issues and may be required to provide written and verbal reports and proposals to City Administration. Working supervisor is expected to spend approximately twenty percent of time in supervisory jobs, and eighty percent working in the field.

ESSENTIAL FUNCTIONS:

- Responsible for all aspects of the maintenance, development, and operation of the Corner Canyon Park facility and other open space parks/areas within Draper City.
- Responsible for implementing the Traverse Range master plan.
- Responsible for the work of one or more crews in the construction, servicing, operating and maintenance of all Corner Canyon grounds, facilities and equipment as well as all City trails. Will supervise the building of new trails, bridges and other landscape amenities throughout the City.
- Meets with the public on trails and trail recreation matters. Responsible for the publication of trail guides and maps for Draper City trails and Corner Canyon. Will be required to attend some City committee and City Council meetings and provide written reports for administrative review.
- Works to protect wildlife habitats and promote educational programs. Identifies and solves fire prevention issues, erosion issues, water quality problems and watershed protection.
- Identifies encroachment issues on any portion of City parks and open spaces, and arranges for the correction and resolution of these issues.



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- Responds to emergencies as they arise. May complete repairs on City open space facilities.
- Establishes and enforces work standards and operating procedures.
- Ensures compliance with established standards of safety practices; completes forms, records and reports. Additional administrative record keeping will be required such as MSDS, and various log sheets.
- Assists in the recruitment, selection, retention, coordination, motivating and training employees. Will perform employee evaluations and documentation as required.
- Purchases and monitors use of materials and supplies and adherence to established budgets.
- Will assist in trail snow removal in winter, which may dictate being on-call 24/7 during winter months.
- Ability to perform required physical duties.

MINIMUM QUALIFICATIONS:

Bachelor degree in Forestry, Horticulture, Environmental Science, Natural Resource Management or related field and experience equal to six years of full time employment in nature parks, wildlife management, natural resource protection, or soil and water conservation. Prefer some experience in high-use nature facilities and wetland ecology. A combination of education and experience may be considered in lieu of individual qualifications.

- Must possess a valid Utah Driver License.
- ISA Certified Arborist within one year of hire.
- Utah State Department of Agriculture Pesticide Applicator license within 90 days of hire.
- Valid Utah Commercial Drivers License (CDL) within 180 days of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Sufficient knowledge of modern trail building and maintenance techniques.
- Ability to assist in planning and directing the work of skilled and unskilled workers, ability to interpret plans and specifications, ability to maintain records and budget information, ability to maintain effective working relationships with others, including employees, volunteers, and the general public, ability to assist in the implementation of maintenance programs and work assignments, ability to understand and follow oral instructions. Able to gather, analyze, evaluate, interpret facts, and then prepare and present them in a concise manner. Receives, gives, and explains oral and written instructions. Exercises some initiative and sound judgment and reacts resourcefully under varying stressful conditions.
- Knowledge of City policies and procedures and ability to work with parks staff.



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- Demonstrated knowledge of the principles and practices of directing nature parks in a municipal parks system.
- Demonstrated knowledge of forestry, riparian ecology, revegetation, wetlands ecology and landscape techniques sufficient to supervise fulltime specialists.
- Physical condition sufficient to do heavy work for long periods of time over challenging terrain.
- Ability to use basic computer programs such as word processing and spreadsheets.
- Assists in the retaining, coordinating, and motivating employees. Establishes and maintains effective working relationships with supervisors, employees, public officials, and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to give oral and written instructions and to see that they are followed.
- Physical ability to perform work required.
- Ability to establish operations and maintenance programs and work assignments.
- Maintain effective working relationships with other employees and interact with the general public in a polite and professional manner.
- Responds to emergencies as they arise
- Establishes and enforces work standards and operating procedures.
- Ensures compliance with established standards of safety practices; completes forms, records and reports. Additional administrative record keeping will be required such as MSDS, and various log sheets.
- Assists in the recruitment, selection, retention, coordination, motivating and training employees. Will perform employee evaluations and documentation as required.
- Purchases and monitors use of materials and supplies and adherence to established budgets.
- Will assist in parks and City streets snow removal in winter, which may dictate being on-call 24/7 during winter months.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Continuous physical effort required in performing duties requiring walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements required to use maintenance equipment. Position may need to lift up to 80 lbs on a regular basis. Position may be assigned to work early morning or late evening shifts depending upon scheduling needs of City or City facilities. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City and in emergency situations. Performance of duties may require working in varied weather conditions such as extreme cold or hot conditions. The employee is occasionally exposed to wet or humid conditions, moving mechanical parts, fumes, or airborne particles; toxic or caustic chemicals, work in dusty and greasy conditions, outside weather conditions, and may be exposed to high levels of noise. Will drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior.



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The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.