



JOB DESCRIPTION

TITLE:	Parks Foreman
DEPARTMENT:	Parks and Recreation
GRADE:	14
FLSA:	Non-exempt
EEO DESIGNATION:	Skilled Craft Worker
REVISION DATE:	2/10/2021

GENERAL POSITION SUMMARY

Under the direction of the Parks Manager, the Parks Foreman supervises and coordinates the work activities of full-time and/or seasonal parks employees. The Parks Foreman is a working supervisor position. It is expected that the Foreman spend approximately twenty percent of working hours doing supervisory tasks and eighty percent working in the field. Engages in a variety of parks projects, including but not limited to; irrigation systems (sprinklers), park maintenance and mowing, turf fertilization and weed control, park building maintenance, sport fields, forestry and more. At any one point, there are several parks foremen supervising different major aspects of parks duties. Considerable emphasis is placed on safety procedures, working in a team-oriented environment, and operating and maintaining equipment ranging from small hand tools to heavy equipment.

ESSENTIAL FUNCTIONS:

- Supervises and oversees the work of a parks crew; services, operates and maintains all parks facilities and equipment; trouble-shoots and repairs all electrical, mechanical and equipment problems which may occur; keeps irrigation control and communications systems up to date and in proper working order; assigns individual crew members to various aspects of operations and maintenance projects.
- Lines out daily work tasks and monitors employees to maximize work product.
- Meets with and assists the public on parks and recreation related matters. May be required to attend City committee meetings and provide written reports for administrative review. May perform employee evaluations and documentation as required. Additional administrative record keeping will be required such as MSDS, and various log sheets.
- Monitors and calibrates irrigation equipment for accuracy and record keeping, including; flow rates, water levels, water pressures, water consumption, power consumption, equipment status, alarms and communications. Responds to emergencies as they arise; inspects and tests for equipment failures, and work completed relative to the parks system; inspects and tests facilities equipment and work completed to ensure correct operation and control.
- Establishes and enforces work standards and operating procedures to ensure that jobs are completed in a timely manner and in compliance with established standards of safety practices and procedures; completes a variety of forms, records and reports.
- Uses a variety of light and heavy equipment, including: backhoes, wheeled and skid loaders, trucks, welder, pipe-cutting saw, pipe and cable locators, trenchers and pipe pullers, chippers, snow plows, man lifts, etc.



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- Participates in work zone safety procedures and training.
- Participates in snow removal during winter months.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or G.E.D equivalent and experience equal to four (4) years of full time employment in, grounds maintenance, irrigation and/or landscape construction. Supervisory experience preferred.

Additional qualifications are required after hire: Utah State Department of Agriculture Non-Commercial Pesticide Applicator license within ninety days. Must possess a valid Utah Driver's License and should obtain a valid Utah Commercial Drivers License (CDL) within 1 year of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Sufficient knowledge of modern irrigation systems, fertilization, landscape and building maintenance and tree care methods.
- 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.
- 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.



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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 50 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 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.

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.