



CITY OF LAKEPORT
PARKS MAINTENANCE FOREMAN

Job Description

DEFINITION

Under general supervision, supervises and participates in the work of a crew engaged in the construction, maintenance and servicing of City parks, trees and facilities; performs related duties as required.

CLASS CHARACTERISTICS

This class is distinguished from the Park Maintenance Worker class by its responsibility for the daily supervision of a small crew responsible for performing a variety of unskilled, semi-skilled and skilled park, tree and facilities maintenance tasks including the operation of light and moderately heavy power-driven equipment. The Foreman is also responsible for planning and assigning work to staff and is partially responsible for work done by contractors.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participates and supervises the work of a crew in the operation of power and hand tools, edging, and weeding lawns, flower beds, and other landscaped areas; spreading seed and fertilizer; planting or removing flowers; operating, maintaining, and repairing in-ground sprinkler systems.

Participates and supervises the work of a crew engaged in planting trees; preparing ground; determining which species of trees to plant and where to plant; watering and fertilizing new trees; using auger for tree planting; applying pesticides and herbicides by using mechanical and machine operated spraying equipment; evaluates park and parkway trees; inspects trees and trims trees as needed.

Checks on emergency situations and assigns crew to remedy problems; assigns crews to perform regular maintenance work on City parks, trees and facilities; inspects and reviews work performed; maintains and updates records of maintenance and construction work performed.

Makes specific work assignments; evaluates performance; ensures work of crew is performed in a safe and efficient manner; trains subordinates in work methods and safety practices; prepares and submits reports concerning work performed, material and equipment usage, safety and other related matters.

Performs various building maintenance tasks and minor plumbing, carpentry, and electrical repairs; prepares interior and exterior surfaces for painting; checks on the condition of City docks and makes necessary repairs.

Schedules, assigns and supervises the work of staff assigned to perform custodial tasks in maintaining City facilities.

Orders supplies, equipment and materials; assists in developing the division budget and monitoring expenditures.

Investigates complaints related to the City parks, trees and facilities; responds to inquiries and requests from the public and City staff.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include equivalent to graduation from high school and three years of increasingly responsible experience in park and landscape maintenance preferably including some lead supervisory experience.

Knowledge, Skills and Abilities

Thorough knowledge of the methods, materials, and equipment used in the construction, maintenance, and repair of parks, trees and facilities; principles of supervision and training. Considerable knowledge of grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; grounds caretaking equipment operation and maintenance; principles of supervision and training. Skill in the operation of a variety of light and heavy equipment; use of hand and power tools.

Ability to communicate clearly and concisely, both orally and in writing; write reports and keep accurate records; work safely; select, train, supervise and evaluate employees; make decisions regarding operational and personnel functions; evaluate the condition and maintenance needs of assigned area; operate a variety of light and heavy equipment; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; understand and follow verbal and written directions; work independently; read and interpret plans and diagrams; perform heavy manual work on a regular basis; evaluate the condition of trees and make recommendations; meet the physical requirements established by the City.

Special Requirements

Possession of or ability to obtain a Class B California driver's license and a satisfactory driving record.

Possession of or ability to obtain a California Pesticide Applicator Certificate.

Possession of or ability to obtain a Playground Inspector Certificate.

Possession of or ability to obtain a Pool Operators License.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	GU197
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	