

JOB DESCRIPTION

JOB TITLE: Park Maintenance Foreman

DEPARTMENT: Parks and Recreation

REPORTS TO: Operations / Forestlands Manager

PRINCIPAL PURPOSE OF JOB: Responsible for assisting with planning, organizing, and directing the activities related to maintenance of parks, cemetery, and recreational facilities in compliance with established local, state, and federal standards. Participate in short-term and long-range planning for the department and responsible for day to day field supervision of assigned employees to make the most effective and efficient use of skills, facilities, and equipment available.

LEVEL OF AUTHORITY: Performs duties with only general direction and defined latitude for independent judgment within established guidelines and policies. Errors in judgment could have substantial impact on public acceptance of programs and efficient operations of the department.

WORK ENVIRONMENT: Most to the work is performed outdoors in all kinds of weather conditions and may involve potential exposure to hazards such as chemicals. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Participate with Operations / Forestlands Manager in long-range planning and establishing priorities for maintenance section of the department.
2. Field supervise assigned staff, regular and seasonal, including assisting with planning, organizing, and directing work activities; participating in hiring; conducting orientation and training.
3. Field supervise and perform the maintenance of City-owned recreational facilities and grounds; street right-of-ways including street tree plantings; and landscaped facilities such as parkways and the City cemetery. Select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures. As necessary, devise and adapt tools and equipment to meet specific requirements.
4. Field supervise and perform all Cemetery maintenance and service-related activities, including but not limited to marking basing, opening and closing graves, locating graves, and assisting the public.

5. As required, coordinate work activities with other City departments, representatives of local, state, and federal agencies, citizens, and equipment suppliers.
6. Field supervise the application of fertilizers, insecticides, and other chemicals.
7. Make sure all work is performed in accordance with all federal, state, and local laws, rules, and regulations for safety standards.
8. Maintain excellent public relations, by assuring that public inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer public inquiries to the Operations / Forestlands Manager or Parks Director.
9. Stay informed on changing products and technology and make recommendations.
10. Design irrigation systems and make maps.
11. As required, prepare labor, material, time, and equipment estimates for new or modified facilities.
12. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have or acquire some college coursework in horticulture or landscape design, and engage in ongoing coursework as applicable. Two-year degree in related field desirable.
2. Must have sufficient experience in the field to have acquired an extensive knowledge of the methods, materials, tools, and equipment used in all phases of park maintenance, including a basic general knowledge of electricity, plumbing, carpentry, and cement work, and an extensive knowledge of irrigation systems.

3. Must have a thorough knowledge of work hazards, safety procedures, and public safety matters.

4. Must possess a valid Washington State driver's license and obtain a commercial driver's license (CDL) to operate appropriate vehicles and equipment.
5. Must be able to obtain a pesticide and herbicide license.
6. Must be able to obtain a first-aid/CPR card.
7. Must be bondable.
8. Must have demonstrated ability to assign work and to lead employees effectively.

Physical Capabilities

1. Physical strength and ability to perform moderate to heavy manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary.
2. Ability to monitor radio messages while doing other work throughout the day.

Other Capabilities

1. Must have excellent communications skills to direct employees, coordinate with other departments, answer public inquiries, enforce park facilities rules tactfully but firmly, and handle sensitive communications with bereaved family members.
2. Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations.
3. Flexibility to be available for emergency call-outs during off time.
4. Reading ability to read and interpret technical materials pertaining to grounds maintenance, including catalogs, blueprints on buildings and irrigation systems, journals, and manuals.
5. Writing ability to write correspondence, memos to crew, and schedules.

Use of Tools and Equipment

Ability to use all tools and operate all equipment necessary to perform work of the Maintenance Worker at a high level of proficiency and in order to train others.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

JOB DESCRIPTION

JOB TITLE: Lead Worker, Parks Maintenance

DEPARTMENT: Parks and Recreation

REPORTS TO: Operations / Forestlands Manager

PRINCIPAL PURPOSE OF JOB: Responsible for performing at a high level of proficiency all routine and non-routine functions of park, cemetery, and facility maintenance, as assigned. Supervises the work of the maintenance crew to assure maximum utilization of assigned skills, facilities, and equipment.

LEVEL OF AUTHORITY: Performs routine and non-routine tasks as assigned with general supervision, with closer direction for new or particularly troublesome aspects of the work.

WORK ENVIRONMENT: Work is primarily performed outdoors in all kinds of weather conditions, and may involve potential exposure to hazards such as chemicals. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. As directed, orient, train, and supervise the work activities of maintenance workers. Assure work is performed in accordance with sound safety practices.
2. Select appropriate materials and equipment to complete the work according to specifications, verbal instructions, and established procedures. As necessary, adapt equipment and materials to meet specific requirements.
3. Perform all functions of the Parks Maintenance Worker at a high level of proficiency.
4. Perform all Cemetery maintenance- and service-related activities, including but not limited to marking basing, opening and closing graves, locating graves, and assisting the public.
5. Proficiently operate all assigned equipment and vehicles to perform any operation within the capacity of the machine as necessary to accomplish required work.
6. Maintain excellent public relations. Respond to public inquiries in a courteous manner, and refer to the Park Maintenance Foreman, Operations / Forestlands Manager or Parks Director as appropriate.

7. As required, coordinate work activities with other departments, for example, to share information and equipment.
8. Perform all work in accordance with sound safety practices and procedures.
9. Supervise the application of fertilizers, insecticides, and other chemicals.
10. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have sufficient experience with the City Parks to acquire practical knowledge of location of systems, buildings, etc., in order to assess a situation and perform maintenance.
2. Must have sufficient experience in the field of parks maintenance to have acquired an extensive knowledge of the methods, materials, tools, and equipment used in all phases, including a basic general knowledge of electricity, plumbing, carpentry, cement work, and irrigation systems.
3. Must have a thorough knowledge of work hazards and safety procedures.
4. Must possess a valid Washington State driver's license and obtain a commercial driver's license (CDL) within the evaluation period.
5. Must be able to obtain a pesticide and herbicide license.
6. Must be able to obtain a first-aid/CPR card.
7. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.

Physical Capabilities

1. Physical strength and ability to perform moderate to heavy manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary.
2. Ability to monitor radio messages while doing other work throughout the day.

Other Capabilities

1. Must have excellent communications skills to direct employees, coordinate with other departments, answer public inquiries, enforce park facilities' rules tactfully but firmly, and handle sensitive communications with bereaved family members.
2. Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations.
3. Flexibility to be available for emergency call-outs during off time.
4. Reading ability to read and interpret technical materials pertaining to grounds maintenance, including catalogs, blueprints on buildings and irrigation systems, journals, and manuals.

Use of Tools and Equipment

Must use a variety of hand and power-operated tools and equipment, such as shovels, picks, hand and riding mowers, tapping machine, power hacksaw, chainsaw, pipe threading machine, drills, jackhammer, gas-powered leaf sweeper, weed eater, compressor, portable concrete saw, spraying equipment, backhoe, front-end loader, light trucks, and dump trucks.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products , in any form, on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____