

CITY OF COVINA

PARK FOREMAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, supervises, assigns and participates in the work of staff responsible for the maintenance, repair, inspection and operational work in the Park Maintenance Division of the Parks and Recreation Department; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Park Foreman** is the supervisory level class responsible for assigning, supervising and participating in the maintenance and repair of the Park Maintenance Division parks, grounds and facilities. This classification is distinguished from the next higher classification of Park Maintenance Supervisor in that the latter is responsible for overseeing the operations of the Park Maintenance Division of the Parks and Recreation Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Park Maintenance Supervisor. Exercises direct supervision over assigned staff, including Park Workers, Park Maintenance Assistants and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervises and participates in the work of staff responsible for the maintenance, repair, inspection, and operational work in the Park Maintenance Division of the Parks and Recreation Department.
- Plans, assigns, schedules, and monitors the work of staff responsible for the maintenance, repair, inspection, and operation of the Parks and Recreation Department's parks, buildings, and grounds; provides day-to-day leadership to Park Maintenance Division staff.
- Oversees contracts and meets with contractors to ensure ongoing effectiveness of maintenance functions; contracts include restrooms maintenance and mowing, edging, trimming, and hedging for park sites.
- Inspects all City parks for safety issues, turf, irrigation, and tree problems; checks all play ground equipment and surfaces on a daily basis; removes and paints over graffiti; responds to work requests from various city Departments.
- Supervises and participates in the maintenance and repair of City parks, playgrounds and related facilities; coordinates the work of staff and participates in litter control, plumbing and irrigation repairs, planting and maintenance of lawns, and the transplanting and planting of shrubs, flowers, and

trees.

- Performs the more difficult and complex maintenance duties of the Division, including irrigation repairs and trenching; provides technical assistance to staff; maintains City vehicles, including trucks, a tractor, lawn mowers, etc.; responds to after hours call-outs as assigned; coordinates and meets with contractors providing services to the City.
- Monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; establishes performance goals for crews and individual employees.
- Prepares technical and/or analytical reports on operations as necessary; participates in budget preparation; prepares project cost estimates; orders supplies, tools and materials; participates in the equipment procurement process; monitors supplies and equipment.
- Responds to the more difficult questions and concerns from the general public, contractors and outside agencies; provides information as is appropriate and resolves public service or operational complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Park Foreman**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible work experience related to buildings, grounds and parks maintenance, including one year as lead or supervisory work level,

and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Irrigation Design and Timer Trouble Shooting certificate, Chainsaw Safety and Use certificate, Fork Lift Operator certificate, and a Qualified Commercial Applicator's certificate are required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques and materials used in maintenance, repair or operation of parks, buildings, and grounds; operating characteristics and safety requirements for operation of trucks, construction vehicles, and other heavy and light equipment; defensive driving; principles and practices of monitoring and tracking a budget; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including SB 198 laws, play ground codes, OSHA safety standards and codes, and park ordinances; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and direct the work of subordinate staff; supervise and direct the operations and activities of the Park Maintenance Division of the Parks and Recreation Department; estimate time, materials and equipment needed to complete projects; read and understand plans and work requests; respond to issues and concerns from the community; respond to after hours call-outs; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skills to:

Safely and effectively operate a variety of maintenance equipment, tools and materials; operate an office computer and a variety of software applications.