

Maintains natural areas including invasive control, prescribed burns, brush control, mowing, etc.

Receives and investigates public complaints, initiating appropriate action to resolve valid complaints and /or referring to supervisor.

Prepares and submits required reports, including certified playground safety inspections.

Assists with planning, preparing for and conducting interpretive programming at festivals and special events.

Cleans, services and performs minor repairs on department trucks, tractors and equipment, including changing oil and fluids, greasing, performing tune-ups, sharpening blades, replacing Belts and performing other preventive maintenance as needed.

Regularly operates various trucks/equipment/tools in the performance of duties, such as loader, trucks, snow plow, tractors, mowers, weed eaters, chain saws, power drills, paint sprayers and other hand/power tools as needed.

Performs duties of Park Director in his/her absence or as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Minimum two (2) years' experience or education in maintenance, construction, and/or natural area management.

Possession of or ability to obtain First Aid and CPR and CPSI (Certified Playground Safety Inspector) certifications.

Must be at least 21 years of age.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of maintenance policies and practices, park facility upkeep, construction, plumbing, electrical, and mechanical trades, with ability to direct maintenance operations and complete repairs on park facilities and equipment as needed.

Working knowledge of and ability to make practical application of department policies and procedures and applicable OSHA safety policies and procedures.

Knowledge of safety precautions and practices applicable to working with a variety of pesticides, herbicides, and cleaning chemicals and ability to read and understand label directions for correct mixing and use of chemicals/supplies.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed work reports and maintain accurate records.

Working knowledge of prescribed burning and fire management.

Ability to supervise staff, including administering personnel programs/procedures, maintaining proper staffing levels, providing orientation and training for new personnel, making work assignments, establishing work goals/standards, evaluating job performance, making, making personnel recommendations, informing staff of organizational developments, discipline/termination to Director as warranted.

Ability to safely operate a variety of trucks/equipment/tools in the performance of duties, such as loader, dozer, trucks, snow plow, tractors, mowers, weed eaters, chain saws, power drills, paint sprayers and other hand/power tools as needed.

Ability to operate standard office equipment, such as computer, telephone.

Ability to effectively communicate orally and in writing with co-workers, other county departments, vendors, outside contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure, and on several tasks at the same time.

Ability to read/interpret detailed blueprints, project plans, specifications and drawings with capacity to plan, prioritize and coordinate various construction/improvement projects. Ability to use practical shop mathematics.

Ability to occasionally work extended hours, evenings, weekends, and occasionally travel out of town for meetings/conferences, sometimes overnight.

Ability to occasionally serve on-call and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Maintenance/Construction Foreman performs duties according to standard department policies and procedures, exercising independent judgment in supervising and directing personnel, planning and implementing maintenance projects, and identifying potential and/or existing problems. Purpose and desired results of incumbent's work are known and work is reviewed primarily for attainment of objectives and appropriate supervision of assigned operations. Frequently, decisions are made which are restricted only by organization-wide policies.

Maintenance/Construction Foreman reports directly to Park Director.

III. PHYSICAL EFFORT:

Maintenance/Construction Foreman's duties often involve continuous physical exertion, such as bending, reaching, crouching/kneeling, standing/walking for long periods, driving, walking on uneven terrain, climbing ladders, pushing/pulling objects, lifting/carrying objects weighing 25-50 pounds, working in awkward or cramped positions, close and far vision, color and depth perception, hearing mechanical sounds and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Maintenance/Construction Foreman performs majority of duties outdoors and is frequently exposed to normal hazards.

Associated with park maintenance/construction, including heavy machinery, excessive noise, traffic, moving parts, toxic chemicals, dust, dirt, fumes, slippery surfaces, working in high places, extreme temperatures and varying weather conditions. Incumbent may be required to wear protective clothing or equipment and safety precautions must be followed at all times to avoid injury to self and others.

Maintenance/Construction Foreman occasionally works extended hours, evenings and weekends, and occasionally travels out of town for meetings/conferences, sometimes overnight. Incumbent occasionally serves on-call and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Maintenance/Construction Foreman for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

Applicant/Employee Signature

Date

Print or Type Name