

## ASSISTANT PARK FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Park Foreman, or a higher level supervisor, an incumbent of this class is required to perform oversight or lead worker functions over laborers and other maintenance personnel as well as assisting in the care and maintenance of park and recreation facilities. The incumbent must be capable of dealing with a wide variety of conditions which arise in the course of such activities. In the absence of the Park Foreman an incumbent of this class will act in that capacity. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees and participates in the use of power equipment, i.e., tractor lawn mowers, grass cutters, etc. in the maintenance, mowing, raking and cutting of grass in municipal parks, .

Uses various power and non-power tools in the trimming and/or removal of brush and trees in park areas;

Oversees and/or makes repairs to park building(s), athletic/sports facilities, etc. which may involve minor electrical, carpentry, plumbing, masonry and other trade skills;

Operates a pick-up truck or other vehicle to transport equipment, supplies or personnel to various park sites

Maintains paths, driveways and parking lots including sweeping of areas, snow removal and minor black top repair;

Maintains, services and makes minor adjustments to power tools, motorized equipment and park vehicles;

Participates in establishing work schedules and may maintain records and reports in connection with work;

Responds to municipal emergencies;

Assists in the Inspection of on-going park projects for appearance and safety, may make recommendations to the Park Foreman on work/repairs needing to be done;

Acts in the capacity of Park Foreman in his/her absence;

May keeps inventory of department's tools and equipment;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of grounds maintenance activities and the procedures, equipment and tools utilized in same; knowledge of the operation of automotive equipment; familiarity with skilled trades; ability to oversee the work of others; ability to understand and carry out oral and written instructions; ability to give directions to others; ability to keep records and to make reports; ability to make minor electrical, carpentry, masonry plumbing, repairs; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience in the maintenance of parks, park areas or grounds.

SPECIAL REQUIREMENT: If the employee is required to operate automotive equipment: At time of appointment, possession of a valid license to operate a motor vehicle in New York State, appropriate to the type of equipment being operated. It is the responsibility of the appointing authority to ensure that the candidate possesses a valid and current driver license appropriate to the automotive equipment operated, at time of appointment and throughout the course of employment.

Towns & Villages\*  
Cities of Rye & Peekskill\*\*  
J. C.: Non-competitive\*  
J. C.: Competitive\*\*  
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Job Class Code: 0287