

## PARK FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction and supervision of the Superintendent of Recreation, Park Superintendent, or a higher level supervisor, the incumbent of this class supervises the maintenance and repair of park areas and recreation facilities, and has immediate charge of a group of skilled, semi skilled and unskilled workers engaged in park and recreation construction, development and major maintenance tasks, in a general or specified area of the agency's operation. This work is of a semi-technical nature and requires the incumbent to supervise and, in some instances, perform landscaping, general repair and maintenance of park facilities. Policy changes and major construction work are initiated by the Superintendent of Recreation, Superintendent of Public Works, Town or Village Engineer, or other supervisor responsible for the direction of such work. The Park Foreman, however, is responsible for independently executing the plans of a project. Supervision is exercised over the work of subordinate maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, directs and supervises the work of subordinate employees engaged in specified work projects or assignments in accordance with the work schedule presented by the immediate superior-supervisor;

Instructs and advises in the technical aspects of the work assignments;

Establishes work schedules and maintains time and attendance records for crew assigned to the section;

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

Participates in planning for and implementation of a preventative maintenance schedule;

Supervises and participates in planting, pruning, and general care of shrubs and trees in park and other park areas;

Supervises and participates in the fertilizing, seeding and mowing of park area lawns;

Supervises and participates in maintenance of parks, playgrounds, parking areas, ball fields, etc.;

Responsible for cleanliness, safety, and maintenance of park buildings;

Determines the cost effectiveness of doing work in-house or by outside contractors;

Coordinates field/facility usage with recreation staff and/or local sports and athletic clubs;

Operates all equipment utilized by the agency;

Participates in administrative staff conferences;

Oversees and does work associated with the opening and closing of park facilities;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Inspects area(s) of responsibility for appearance and safety and evaluates the work of personnel;

Suggests means of eliminating deficiencies and of improving procedures and techniques;

Keeps records of prepared periodic reports relating to the work status and costs of the assigned work force;

Assists in the employment of personnel for park maintenance;

Keeps records and makes reports of equipment, maintenance, repair, and other activities;

May supervise skilled tradesmen in plumbing, carpentry, refrigeration, painting and electrical and masonry work in a variety of construction, alteration and repair activities;

May supervise the lay-out of building sites, areas, and facilities;

May develop and monitor parks maintenance budget;

May make recommendations on equipment purchases, capital project expenditures, etc.;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of duties.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general maintenance of parks and park facilities and the procedures, equipment and tools utilized in same; good knowledge of landscaping; good knowledge of the operation of automotive equipment; good knowledge of care and upkeep of lawns; skill in painting, carpentry and general repair work; ability to plan and supervise the work of others; ability to work with and instruct employees in the performance of their duties; ability to understand and carry out oral and written instructions; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; ability to keep simple records and prepare activity reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; dependability; good judgment; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's degree\* in Landscape Architecture, Horticulture or related field; or (b) an Associate's degree\* in Landscape Architecture, Horticulture or related field and two (2) years of experience in the maintenance of parks, park areas or grounds, including the operation of mechanical grounds equipment; or (c) graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license to operate a motor vehicle in the State of New York, appropriate to the type of vehicle and/or equipment being operated. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

Towns, Villages,  
Cities of Peekskill and Rye  
J. C.: Non-Competitive  
1c

Job Class Code: 0286