

PARKS FOREPERSON

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision of the Director of Parks, Recreation and Golf, supervises and performs work in maintaining parks and similar facilities in the City; supervises medium crew in off-season, large crew during the growing season and some crew leaders.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Oversees operations in maintaining parks, boulevards and similar facilities; assigns work of employees to tasks; these include mowing and caring for grass, maintaining landscaping and irrigation; oversees cleaning and maintenance of rest rooms and buildings in the parks, including minor plumbing and electrical work; prepares parks for special events such as Fiesta Days, reunions and other events; gathers and removes trash; does some tree trimming; paints facilities; installs and maintains fences; supervises contract work in progress; oversees some carpentry work as signs and benches; performs routine maintenance and servicing of motorized equipment.

OTHER DUTIES: Assists other departments as needed for snow removal, tree removal, at the cemetery and others; performs related duties.

QUALIFICATIONS

Knowledge of techniques and practices in parks operation and maintenance.

Knowledge of care of turf and plantings.

Knowledge of safety practices in maintenance work.

Knowledge of turf and plantings irrigation.

Ability to supervise others.

Ability to carry out park maintenance within allotted budget.

Ability to maintain parks and related facilities so they are pleasing to observers and patrons.

Ability to perform routine mathematical processes.

Ability to establish and maintain effective working relationships with other employees, officials and the park users.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work, to lift 100 pounds and to lift and carry up to 75 pounds;

Ability to stand, walk, run, sit, ride, bend, kneel, twist, reach and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office equipment, parks maintenance equipment and a vehicle;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions, manuals, gages and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and three years of experience in parks or similar facilities; additional training in parks supervision, turf management and similar course work is desirable.

SPECIAL REQUIREMENTS: Possession of a CDL.

Rawlins/2002