**Job Title: Parks Foreman**

**Job Type:** Seasonal (March-October)

**Job Summary:** The Parks Foreman is responsible for supervising and coordinating the maintenance and operation of public parks and recreational facilities. They ensure that these areas are well-maintained, safe, and accessible for the community.

**Relationships**

***Reports to:*** Parks & Recreation Superintendent

***Supervises:*** Parks & Recreation Seasonal Staff

***Works with:*** Parks and Recreation staff and Public Works staff

**Duties and Responsibilities:**

* Maintenance and Groundskeeping:
	+ Plan and execute landscaping, turf management, and horticultural tasks.
	+ Oversee the maintenance of trails, playgrounds, athletic fields, and other park amenities.
	+ Coordinate the pruning, planting, and removal of trees and shrubs.
	+ Implement pest control measures and maintain irrigation systems.
* Safety and Security:
	+ Ensure park facilities are safe for visitors by regularly inspecting equipment and structures.
	+ Respond to safety concerns and implement corrective actions promptly.
* Staff Supervision:
	+ Train and supervise park maintenance staff and seasonal workers.
	+ Assign tasks, set work schedules, and evaluate employee performance.
	+ Promote a positive and productive work environment.
* Project Management:
	+ Plan and oversee park improvement and construction projects.
	+ Work with Parks and Rec Superintendent to ensure project completion within deadlines and budget.
* Documentation and Reporting:
	+ Maintain accurate records of maintenance activities and equipment inventory.
	+ Ensure proper timekeeping records and scheduling.

**Physical and Environmental Conditions**

 ***Required Physical Activities:*** Walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

 ***Physical Characteristics of Work:*** Work involves standing, walking, and sitting dependent on project at hand. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

 ***Vision Requirements:*** The minimum standard for use with those whose work deals largely the ability to complete written reports, inspect equipment, read meters and gauges, and identifying mowing obstacles and property lines.

 ***Environmental Conditions:*** Work is performed in a typical outside environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one-hour, chemical hazards, and high dust environments.

**Qualifications and Requirements:**

* High school education or GED required; Must be at least 18+ years of age
* Previous experience in park management, landscaping, or a related field.
* Knowledge of horticultural practices, equipment operation, and safety protocols.
* Strong leadership and communication skills.
* Knowledge of lawn care and landscaping techniques, as well as the ability to operate and maintain various types of equipment
* Strong attention to detail and the ability to work independently or as part of a team
* Good communication skills and the ability to follow instructions
* Must possess a valid driver's license