CITY OF CLEARLAKE

PARKS & FACILITIES FOREMAN

DEFINITION

Under general minimal supervision, performs a variety of skilled, semi-skilled, and physical labor duties in the maintenance, construction, repair, and cleanup of City parks, landscaped areas, and facilities; selects methods and procedures to use in parks and facility maintenance areas; and performs related duties as assigned.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower-level maintenance staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level in the Parks Maintenance Worker class series. Incumbents assigned to this classification perform advanced journey level skilled and semi-skilled assignments. Incumbents require a high degree of knowledge, skill, and exercise considerable independent judgment in the selection of methods and procedures to use within the park and facility maintenance areas. Incumbents will also be expected to provide some training for Parks Maintenance Workers I/II and extra help workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs a variety of general maintenance and semi-skilled work in the maintenance, repair, and cleanup of City facilities, parks, public restrooms, landscaped areas, boat launching facilities, and associated equipment.

Plans, prioritizes, assigns, supervises and reviews the work of staff and contractors responsible for providing park maintenance and repair of City parks and facilities.

Conducts inspections on all City facilities and parks, reports and facilitates needed repairs.

Performs complex irrigation, plumbing and electrical work.

Estimates time and materials and requisitions supplies as needed.

Maintains written records of all inspection and maintenance activities.

Performs the maintenance and repair of all equipment used during the course of work, including commercial grade equipment.

Performs estimates and repairs damage due to vandalism, storms, and aging facilities.

Performs and supervises duties such as mowing, watering, planting, pruning, fertilizing and shaping lawns, shrubs and trees, including loading, raking and shoveling grass clippings.

Mixes and applies fertilizers, herbicides, and soil nutrients.

Supervises and performs general janitorial work such as emptying trash receptacles, cleaning and disinfecting restrooms, clearing debris and replenishing facility supplies.

Installs, maintains, and repairs sprinkler systems.

Operates power tools such as chain saws and various power equipment and vehicles.

Performs a variety of building and facilities maintenance, including the repair of light and plumbing fixtures, painting, and related equipment.

May provide training for Parks Maintenance Workers I/II and extra help workers.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

The following are a representative sample of the Knowledge, Skills, and Abilities necessary to perform essential duties of the position.

Knowledge:

Practices, tools, equipment, and materials used in the care and maintenance of parks, grounds, and City facilities.

Basic methods and techniques of herbicide applications.

Basic hand tools and equipment used in routine grounds keeping work.

Basic repairs, building maintenance and equipment maintenance.

Methods of sprinkler system maintenance and repair.

Landscaping, horticultural practices, public park maintenance.

Safe work practices.

Safe driving principles and practices.

Skills & Ability:

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Perform the full range of skilled maintenance, construction, and repair work for City parks, grounds and facilities while maximizing public safety.

Operate a variety of vehicle and stationary mechanical equipment in a safe and efficient manner.

Use and repair the full range of hand tools and power tools in a safe and efficient manner.

Perform preventive maintenance on mechanical equipment.

Communicate effectively, tactfully and persuasively in both oral and written forms.

Establish and maintain cooperative working relationships; calmly handle complaints and problems.

Provide training, explain and enforce policies and procedures for less experienced staff.

Perform a variety of heavy manual labor for extended periods of time and in unfavorable weather conditions.

Regularly work independently without supervision and under pressure, meeting multiple and sometimes conflicting deadlines.

Establish and maintain cooperative working relationships, while communicating effectively, tactfully and persuasively in both oral and written forms to coworkers and residents.

Experience and Training Guidelines:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Two (2) years of full-time work experience in parks and/or ground maintenance work comparable to that of a Parks Maintenance Worker II with the City of Clearlake.

Previous experience with trade skills such as construction, plumbing, electrical, drywall, roofing, mechanics, painting, welding, metal fabrication, landscaping, concreting, waterproofing, liquid mechanics, lake management.

Additional directly related experience and/or education may be substituted.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements:
Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining workspace, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

Effective Date:

Resolution No.