

## **CITY OF CLEARLAKE**

### **PARKS 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 recreational facilities; selects methods and procedures to use in parks maintenance areas; and performs related duties as assigned.

#### **SUPERVISION EXERCISED**

Exercise 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 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 parks, public restrooms, landscaped areas, recreational facilities, boat launching facilities, and associated equipment.

Performs complex irrigation, plumbing, electrical work.

Estimates time and materials.

Maintains records of maintenance activities.

Performs the maintenance, repair, and rebuilding of commercial grade equipment.

Estimates and repairs damages due to vandalism, storms, and aging facilities.

Performs duties such as mowing, watering, and shaping lawns and shrubs.

Plants, waters, cultivates, weeds, prunes, and fertilizes trees, shrubbery, flowers, and lawns.

Mixes fertilizers, herbicides, and soil nutrients.

Sweeps and rakes grounds.

Empties trash receptacles.

Installs, maintains, and repairs sprinkler systems.

Performs routine maintenance and repair duties on equipment.

Loads, rakes, and shovels grass clippings.

Performs general janitorial work.

Operates power tools such as chain saws.

Cleans and disinfects restrooms.

Replenishes supplies.

Requisitions supplies as needed.

Observes and reports needed repairs.

Maintains equipment used during the course of work.

Operates hand tools, 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.

May clear debris.

Performs related duties as assigned

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

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

Methods of applying herbicides.

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

Safe work practices.

Safe driving practices and the California Vehicle Code relating to the operation of motor vehicles.

Methods of sprinkler system maintenance and repair.

General grounds keeping and landscape maintenance methods and procedures.

**Skill to:**

Perform the full range of skilled maintenance, construction, and repair work.

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

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

Perform preventive maintenance on mechanical equipment.

**Ability to:**

Recognize and locate conditions, which require maintenance and repair.

Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and clients.

Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of parks, grounds, and recreation facilities.

Effectively provide training to less experienced staff.

Maintain and make basic repairs to equipment.

Maintain basic records.

Install and maintain sprinkler systems.

Use and care for hand and power tools used in park care and maintenance work.

Estimate time and materials for maintenance assignments.

Make basic mathematical calculations.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Perform heavy physical work.

Independently perform the most difficult public works maintenance, construction and repair work.

Interpret, explain and enforce Department policies and procedures within assigned crew.

Work independently in the absence of supervision.

Read and interpret maps, sketches, drawings, specifications and technical manuals.

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

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

**Ability to:**

Perform duties in a manner to maximize public safety in the area of work assigned.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**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 work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.