

## PARK FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent is responsible for the maintenance and up-keep of a park so that it is an attractive, safe facility. Incumbents function as "working foreman" in supervising and participating in the work of maintaining a park, or perform work as a foreman in the Department of Parks, Recreation and Conservation. Work is performed with considerable independence but often is generated by written or oral orders. Consultation and advice is available from General Maintenance and specialists in the department. Incumbents may supervise a number of laboring and seasonal employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs routine carpentry, electrical and plumbing maintenance and repair so that park facilities will operate appropriately (i.e., fixing doors and windows, unclogging toilets, installing switches, etc.);

Lays out, schedules and assigns jobs to park laboring employees so work can be completed efficiently and effectively;

Reviews progress of work and assists and instructs as necessary so that work will be done correctly;

Participates in and supervises the collection, pick-up and disposal of trash, rubbish, tree pruning and refuse using a light truck or sanitation truck;

Participates in and assigns and supervises grass cutting, snow removal, road repair, bridge repair and operation, pool repair and operation, etc.;

Operates and performs routine maintenance on automobile equipment such as light trucks, front end loader, tractor, etc.;

Performs routine maintenance and repair on small engines and motorized equipment so it will operate properly;

Maintains adequate quantities of equipment and supplies by keeping records of storage and distribution and requisitions replacements as needed;

Maintains records of work completed, keeps time sheets and prepares reports as requested;

When assigned to parks with pools: participates in the operation and maintenance of pool, pumps and chlorination equipment;

When assigned to parks with water treatment systems: participates in the operation and maintenance of chlorinators for the water treatment system;

When assigned to Glen Island Park: operates a drawbridge in accordance with Coast Guard regulations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the care and maintenance of lawns; good knowledge of the operation and maintenance of motorized and automotive equipment; working knowledge of carpentry, plumbing and electricity; ability to lead and instruct employees in the performance of their duties; are in performing work assignments; ability to work from written and oral instructions; ability to keep simple records; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) High School or equivalency diploma and one year of experience where the primary function of the position was grounds maintenance including the operation of motorized and grounds maintenance equipment; or (b) High School or equivalency diploma and two years of experience where the primary function of the position was general grounds maintenance; or (c) five years of experience where the primary function of the position was grounds maintenance including the operation of motorized and grounds maintenance equipment; or (d) six years of experience where the primary function of the position was general grounds maintenance; or (e) a satisfactory equivalent combination of training and experience within the limits of (a), (b), (c) and (d) above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: Possession of a valid New York State motor vehicle operator's license.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will required to meet Federal, State and local standards with respect to health and safety.

SPECIAL REQUIREMENT: Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories.

West. Co.  
J.C.: Non-Competitive†  
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Job Class Code: C0748  
Job Group: VII