

## ASSISTANT PARK FOREMAN

GENERAL STATEMENT OF DUTIES: Assists in the supervision of laborers and other maintenance personnel engaged in the upkeep and maintenance of park and recreation facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Park Foreman, or a higher level supervisor, an incumbent of this class is required to perform oversight or lead worker functions as well as assisting in the care and maintenance of park and recreation facilities. The incumbent must be capable of dealing with a wide variety of conditions which arise in the course of such activities. In the absence of the Park Foreman an incumbent of this class will act in that capacity.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees and participates in the use of power equipment, i.e., tractor lawn mowers, grass cutters, etc. in the maintenance, mowing, raking and cutting of grass in municipal parks, .

Uses various power and non-power tools in the trimming and/or removal of brush and trees in park areas;

Oversees and/or makes repairs to park building(s), athletic/sports facilities, etc. which may involve minor electrical, carpentry, plumbing, masonry and other trade skills;

Operates a pick-up truck or other vehicle to transport equipment, supplies or personnel to various park sites

Maintains paths, driveways and parking lots including sweeping of areas, snow removal and minor black top repair;

Maintains, services and makes minor adjustments to power tools, motorized equipment and park vehicles;

Participates in establishing work schedules and may maintain records and reports in connection with work;

Responds to municipal emergencies;

Assists in the Inspection of on-going park projects for appearance and safety, may make recommendations to the Park Foreman on work/repairs needing to be done;

Acts in the capacity of Park Foreman in his/her absence;

May keeps inventory of department's tools and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of grounds maintenance activities and the procedures, equipment and tools utilized in same; knowledge of the operation of automotive equipment; familiarity with skilled trades; ability to oversee the work of others; ability to understand and carry out oral and written instructions; ability to give directions to others; ability to keep records and to make reports; ability to make minor electrical, carpentry, masonry plumbing, repairs; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or trade school or possession of a High School equivalency diploma and one (1) year of work experience in the maintenance of parks, park areas or grounds, or (b) five (5) years of work experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: if the employee is required to operate automotive equipment: possession, at time of appointment, of a valid license to operate a motor vehicle in New York State, appropriate to the equipment being operated.

NOTE: Volunteer hands-on experience with landscaping, construction, or the environment can be considered on a 2:1 time ratio.

Towns & Villages\*  
Cities of Rye & Peekskill\*\*  
J. C.: Non-competitive\*  
J. C.: Competitive\*\*  
1b

Job Class Code: 0287