

GENERAL FOREMAN (PARKS)(City of Peekskill)

GENERAL STATEMENT OF DUTIES: Oversees and performs maintenance and repair of park areas and facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class oversees and performs general maintenance and repair work of park areas and facilities. This work is of a semi-technical nature and requires the incumbent to oversee and perform landscaping, general repairs and maintenance of park facilities. Policy changes and major construction work are initiated by the Director of Human Services, City Engineer or City Manager. Supervision is exercised over the work of subordinate maintenance personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, directs and oversees the work of subordinate employees engaged in specified work projects or assignments in accordance with the work schedule presented by the immediate supervisor;

Instructs and advises in the technical aspects of the work assignments;

Establishes work schedules and maintains time and attendance records for crew assigned to the section;

Oversees and participates in painting, maintenance and repair work on picnic tables, fences, park benches, playground equipment, etc.;

Participates in planning for and implementation of a preventative maintenance schedule;

Oversees and participates in planting, pruning, and general care of shrubs and trees in parks and other park areas;

Oversees and participates in the fertilizing, seeding and mowing of park area lawns;

Oversees and participates in maintenance of parks, playgrounds, parking areas, ball fields, etc.;

Assumes responsibility for the cleanliness, safety, and maintenance of park buildings;

Operates all equipment utilized by the department;

Participates in administrative staff conferences;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Oversees and does work associated with the opening and closing of park facilities;

Inspects area of responsibility for appearance and safety and evaluates the work of subordinate personnel;

Suggests means of eliminating deficiencies and of improving procedures and techniques;

Keeps records of prepared periodic reports relating to the work status and costs of the assigned work force;

Assists in the employment of personnel for park maintenance;

May oversee skilled tradesmen in plumbing, carpentry, refrigeration, painting, electrical and masonry work in a variety of construction, alteration and repair activities;

May oversee the lay-out of building sites, areas and facilities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general maintenance of parks and park facilities and the procedures, equipment and tools utilized in same; good knowledge of landscaping; good knowledge of the operation of automotive equipment; good knowledge of the care and upkeep of lawns; skill in painting, carpentry and general repair work, ability to plan and oversee the work of others; ability to work with and instruct subordinates in the performance of their duties; ability to understand and carry out oral and written instructions; ability to keep simple records and prepare activity reports; dependability; good judgement; resourcefulness; reliability; physical condition commensurate with the duties 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 three (3) years of experience in the maintenance of parks, park areas or grounds, including the operation of mechanical grounds equipment; or (b) seven (7) years of experience as defined in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Special Requirement: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.