

JURUPA COMMUNITY SERVICES DISTRICT PARKS & LANDSCAPING FOREMAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under limited supervision of the Parks / Landscaping Manager, plans, coordinates, directs, and supervises the work of crews of semi-skilled workers engaged in a variety of maintenance and repair tasks of the District's Park system and landscape frontages; performs related work as assigned.

CLASS CHARACTERISTICS

This class is characterized by its responsibility for supervision of parks and landscaping maintenance crews and the incumbent exercises daily supervision over assigned personnel and coordinates the work of multiple crews.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, coordinates, supervises, and inspects the work of those engaged in the repair and maintenance of the parks system and frontage areas.

Ensures staff and contractor compliance with approved Maintenance Standards in daily maintenance of facilities and in the preparation of athletic facilities as needed.

Operates a variety of equipment used in park maintenance.

Evaluates service needs and work methods; establishes and enforces operating and safety procedures.

Estimates time and material costs; requisitions required supplies and equipment; evaluates and institutes changes in work methods and priorities.

Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism.

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Assists in the selection of employees; plans, organizes, and assigns work; conducts or directs staff training and development; review and evaluate employee performance and contractor compliance.

Coordinates work with other divisions and agencies; inspects work and directs efficient and effective operations.

Performs other tasks/functions deemed necessary to the daily operation of the Park system; responds to emergency situations.

Operates and maintains District Maxi-Com central control irrigation system.

Interprets and applies rules, legislation and policies.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent supplemented by specialized training in the maintenance of parks, landscaping, and recreation facilities and three years of progressively responsible experience in the maintenance of parks, landscaping, and recreation facilities including one year of experience in a lead supervisory capacity.

Knowledge and Skill Levels

Considerable knowledge of methods, materials, and equipment used in the repair and maintenance of irrigation systems, athletic facilities, turf management; effective and efficient methods and procedures for scheduling and assigning work of parks and landscaping repair and maintenance personnel; safe operating procedures in the repair and maintenance of athletic facilities; principles and techniques of organization, administration, budget and personnel; effective customer relations. Working knowledge of basic principles and practices of landscaping and irrigation systems design. Communicates clearly and concisely both orally and in writing. Ability to analyze data and information and draw logical conclusions.

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Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of a Class C California driver's license with a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Must obtain a Certified Playground Safety Inspector license within 6 months of employment.

Must obtain a Qualified Applicators License within 6 months of employment.

Must meet CAL-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

FLSA / Non-Exempt

Range 102

1300 Admin/job descriptions/reviewed 08/07