

Parks and Recreation Grounds Foreman

SUMMARY This is a 7-9 month seasonal position within the Parks Division of the department. The schedule is a 35-40-hour work week that includes a non-standard work week that may include a flexible schedule to include weekends and evenings. Overtime is paid after 40 hours. This is a technical position assisting the Parks and Recreation Director in carrying out activities of the Department of Parks and Recreation while following established operational and safety procedures. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Director of Parks and Recreation. Performance is based on daily observation and results.

SUPERVISION RECEIVED Direct supervision is received from the Parks and Recreation Director. Considerable independent judgment is exercised while completing daily assignments.

COMPETENCIES Team Player Safety-Conscious Dependable Task-Oriented

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Mowing and weed whacking
 2. Landscapes new ground areas, repairs damaged ground areas, replaces bushes, hedges, shrubs, and trees.
 3. Is responsible for daily and routine cleaning and maintenance of equipment, including vehicles, commercial mowing equipment, tractors, trailers, snowplows, and minor equipment.
 4. Care for landscaped and athletic field areas by watering, pruning, mulching, routine maintenance, and controlling weeds.
 5. Perform seasonal grounds keeping and recreational support duties as required.
 6. Performs related work as required for the effective operation of the department.
 7. Inspects trails and park areas for safety, damages, and vandalism.
 8. Picks up trash and debris on trails and in park areas when needed.
 9. Uses proper safety and operational procedures when using mowers, weed trimmers, leaf vacuum, and other tools and equipment.
 10. Operates department's pick up and rental equipment for required tasks.
- Supervises seasonal, part time employee and volunteers.
11. Works with sub-contractors, as needed.
 12. Communicates with the Director on condition of parks and trails and makes recommendations to improve those areas.
 13. Deals effectively and positively with the general public and other employees regarding all aspects of the department.

OTHER DUTIES

1. Various building and facility maintenance tasks to include light construction projects.
2. Assists in the set up/take down of equipment for special events.
3. Prepares athletic fields and parks for events.
4. Performs other work as may be required in support of the Parks and Recreation Department.

TOOLS AND EQUIPMENT USED

Equipment operated includes but not limited to power and hand tools, various landscape, turf management and tree care equipment, and truck and trailer.

MANDATORY MINIMUM QUALIFICATIONS

Education and Experience The candidate for this position should be minimally a high school diploma. Possess a basic knowledge of mowing and trimming.

Required Knowledge, Skills and Abilities

1. Ability to use hand tools, operate and maintain equipment including, but not limited to vehicles, commercial turf mowers, and trimmers.
2. Possess knowledge of turf management practices to recognize possible problems.
3. Knowledge and methods of commercial landscaping practices and plant care.
4. Knowledge of use and care of motorized equipment and hand/power tools used in grounds maintenance.
5. Knowledge of the occupational hazards and safety precautions applicable to grounds keeping and maintenance work.
6. Ability to recognize and report back to the Director, common plant and turf diseases and insect pests.
7. Detail oriented, with considerable attention to order and potential hazards in public landscapes and athletic fields
8. Ability to follow oral instructions and read written instructions.
9. Requires speaking and/or signaling people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.
10. Good interpersonal skills: the ability to deal effectively with the public, children of various ages, as well as coworkers and other municipal employees.
11. The ability to complete several tasks in decentralized areas.
12. The ability to recognize need for equipment repairs.
13. Basic knowledge of carpentry and small engine systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must frequently lift and/or move up to 80lbs. This position requires full range of body motion, to include bending at waist and full use of all extremities and back muscles. Requires excellent levels of equilibrium when positioned on slippery, uneven, or wet surfaces. Possess accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected and the ability to distinguish colors. Ability to hear within three feet and on the telephone. Possess fine motor dexterity in both hands.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job. While performing the duties of this position, the employee is required to sit, stand, talk and hear, walk various sites including rough and uneven surfaces, work outside, and work in inclement and severe weather. Position involves ascending and descending ladders, stairs ramps, etc. The employee works in a variety of settings and is frequently around children of all ages. The noise level in the work environment can be extremely high when parks' equipment is being used. Additional occupational risks may be present as related to exposure to chemicals from supplies.

SELECTION GUIDELINES

Employment application is required for all external applicants. Candidates will be interviewed as applicable, subject to a reference checking process and ranked according to education, experience, job knowledge, and skills as related to the position.

EQUAL OPPORTUNITY EMPLOYER

The Town of Winslow is strongly committed to diversity in its work force. We are an equal employment opportunity employer. All qualified applicants will be considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status.

APPLICATION PROCESS

To be considered for the position, you must submit a completed employment application. You can email amccaslin@winslow-me.gov or pick up an application at the rec center located at 114 Benton Ave Winslow ME 04901. If you have questions about the position, please contact Amanda McCaslin, Parks and Recreation Director, at amccaslin@winslow-me.gov or by calling (207)872-2776 option 7