

## **PARK MAINTENANCE FOREPERSON**

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### **DEFINITION**

Under general supervision, coordinates, leads and performs work related to the care and maintenance of recreation and park facilities and grounds; performs a variety of skilled or semi skilled grounds construction and maintenance work; performs other related work as required.

### **EXAMPLES OF DUTIES**

1. Schedules, oversees, monitors and participates in:
  - preparation and maintenance of recreational areas including baseball diamonds, tennis and basketball courts, and other recreational facilities.
  - various grounds and landscaping activities including watering and fertilizing tees and park turf areas; installing maintaining, repairing and operating irrigation systems; use of various chemical such as herbicides and fungicides; laying sod and seeding various recreational areas; trimming, pruning, spraying and cultivating trees, shrubs and flowers.
  - operation of power mowing equipment, dump trucks and other light equipment; preventative maintenance on mechanical equipment.
  - construction of new park and recreational areas.
2. Consults with, coordinates, monitors, and participates in the work of contractors and staff engaged in the construction, maintenance and operation of recreation and parks grounds and facilities; examines and evaluates work for conformance with established standards; observes work in various stages of progress to ensure compliance. .
3. Receives and investigates complaints and reports of repairs needed; determines corrective action and assigns appropriate personnel and equipment.
4. Supervises the use and maintenance of recreation and park facilities systems and equipment.
5. Maintains supplies, work records and logs.
6. Maintains various time, work materials and equipment records.
7. Reads and interprets blueprints, maps and drawings.
8. Oversees the work of and provides lead direction and training to subordinate employees.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from high school.

**Experience:** Three years of progressively responsible skilled or lead capacity experience in construction and maintenance of park and recreation or public works facilities, or private contractor construction and maintenance.

#### **Knowledge**

Knowledge of current practices, procedures, equipment and tools used in skilled park and recreation facilities construction and maintenance; knowledge of basic electricity and electrical controls; irrigation or watering systems; safe work practices and procedures including those used in the operation of spray equipment.

#### **Ability**

Ability to effectively plan, organize, schedule, oversee, monitor and participate in assigned park and recreation area construction and maintenance work; analyze park and recreational facilities and equipment, and determine maintenance and operational needs; estimate time and materials needs; perform skilled maintenance and repair work; install, maintain, repair and operate irrigation systems; operate specialized vehicular equipment, and other related tools and equipment; read and interpret blueprints, maps and drawings; use spray equipment and restricted chemicals; interpret and apply applicable codes and laws; maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public; oversee the work of and provide lead direction and training to subordinate employees.

Special Requirements

Willingness and/or ability to respond to after-hours emergency calls and to work nights, holidays and weekends as required.

Willingness and ability to work in inclement weather.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Possession of or the ability to obtain within two years of employment, of a Bay Friendly Maintenance Certification.

Possession or the ability to obtain within one year of employment, of a State of California Pesticide Applicators License certificate.