

## **POSITION DESCRIPTION**

**POSITION TITLE:** Parks Foreman  
**DEPARTMENT:** Parks & Recreation  
**DIVISION:** Parks  
**FLSA:** Exempt  
**RETIREMENT:** KPERS  
**EFFECTIVE DATE:** May 6, 2025

### **GENERAL PURPOSE**

Performs a variety of administrative, supervisory and semi-skilled tasks in the maintenance and operation of buildings, grounds, parks, open spaces, and recreation structures.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Parks Superintendent.

### **SUPERVISION EXERCISED**

Exercises direct supervision over park technicians, park mechanic, temporary employees, volunteers, assigned community service workers and/or inmates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Maintains harmony amongst workers and resolves grievances; performs and/or assists subordinates in performing duties; adjusts errors and complaints.
- In association with the Parks Superintendent, lays out daily work schedules and assigns tasks and coordinates and participates in the completion of the same.
- Trains, motivates, supervises and evaluates assigned personnel; completes formal and informal performance reviews; provide management, supervision and direction, including delegating and assigning projects and tasks to subordinates; identify, provide and/or coordinate staff training and development; work with employees to correct deficiencies; provides supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.
- Determines, calculates, and secures the appropriate materials and supplies for specific projects in conjunction with Parks Superintendent.
- Improves work methods to accomplish assigned work.
- Assists in projecting needs for equipment, materials, and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.
- Assures that tools and equipment are properly maintained and kept in proper working condition.
- Responds to public inquiries and provides requested or relevant information in conjunction with Parks Superintendent.
- Coordinates and assists with athletic field maintenance and preparation. In conjunction with the Parks Superintendent, coordinates maintenance schedules of athletic fields and facilities.
- Oversees and assists in the mowing and maintenance of park and open space areas such as baseball and soccer fields; mows and weeds; cleans and maintains sports courts; assists in the maintenance of irrigation systems and the repair and installation of irrigation lines and heads.
- Oversees and assists with the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces.
- Assists in setting up and taking down equipment for various parks and recreation programs and/or events; prepares facilities for parks and recreation program use.
- Opens and closes, locks and unlocks City facilities as needed.

- Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.
- Assists Parks Superintendent with carrying out and finalizing Legacy Tree requests.
- Performs other duties as assigned.

### **PERIPHERIAL DUTIES**

- Assumes duties of Parks Superintendent in his/her absence.
- Serves as member of various employee committees, as assigned.
- Performs some or all of the duties of park technicians as required.
- Prepares and maintains daily, monthly, and annual reports and records, as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from High School or GED equivalent.
- (B) Three years' experience in grounds maintenance work, at least one year which has been with a park system, golf course, school district or other related entity's grounds maintenance.
- (C) Minimum of one year as a crew leader or supervisor.
- (D) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Considerable knowledge of equipment, materials, and supplies used in building and ground maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of personal computers and Microsoft Office programs; working knowledge of first aid and applicable safety precautions.
- (B) Skill in the operation of listed tools and equipment; time management and organizational skills.
- (C) Ability to work independently and to complete daily activities according to work schedule; ability to manage and motivate subordinates; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate effectively both orally and in writing.
- (D) Ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

### **SPECIAL REQUIREMENTS**

- (A) Must obtain First Aid/CPR/AED Certification within 6 months of hire date and maintain for duration of employment.
- (B) Must have, or obtain, Class (A) Commercial Driver's License (CDL) within one year of hire date and retain for duration of employment.
- (C) Must have, or be able to obtain within one year of hire, Certified Pesticide Applicator's License and maintain for duration of employment.
- (D) Must attend KAA Arborist Training Course within first year of employment.
- (E) Must obtain Kansas Certified Arborist Certification within two years of completion of KAA training course and maintain for duration of employment.

### **DESIRABLE QUALIFICATIONS**

- (A) Graduation from an accredited College or University with a degree in Park Management, Forestry, Horticulture, or related field.
- (B) Five or more years' experience in grounds maintenance work.

- (C) Certified Playground Safety Inspector certification.
- (D) Previous experience in irrigation installation and/or repair.
- (E) Previous experience in plumbing work, electrical work and/or carpentry.

### **TOOLS AND EQUIPMENT USED**

Pick-up truck; lawn and landscaping equipment, including tractors, mowers, aerators, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorinating system, pumps, boiler, valves, filtration devices, gauges, etc.; normal office equipment including personal computer to include word processing, spreadsheet, database management and e-mail programs/software, telephone, cell phone, city issued two-way radio, copier, scanner and fax machines.

### **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 reach with hands and arms. The employee is frequently required to stand, walk, and use hands or fingers to handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the working environment is often loud.

### **SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change.

### **APPROVING AUTHORITY:**

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Department Head

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Date

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HR Director

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Date