

City of Dunedin, Florida
Class Description

JOB TITLE: Park Maintenance Foreman
Parks & Recreation Department
Recreation Division

GENERAL STATEMENT OF JOB

Under direction, supervises and participates in landscaping, grounds, fleet and/or equipment maintenance repair work and participates in the set-up and tear-down of special events for the Parks Division in assigned area, ensuring all work is completed according to established policies, procedures, schedules and standards of safety and quality. Reports to the Park Maintenance Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises Park Maintenance Workers; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; promotions, selecting new employees, recommending and implementing employee discipline, and completing annual performance evaluations.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice, and assistance as needed.

Performs routine groundskeeping duties, including installing sod, mowing grass, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, removing trash and debris, etc.

Oversees and participates in landscaping, groundskeeping, carpentry, masonry, plumbing and/or mechanical work and/or general manual labor as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

Coordinates and participates in the set-up and tear-down of special events. Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Coordinates activities and events with other divisions, outside agencies, and event promoters.

Supervises city-wide special projects including scheduling, assigning duties, and monitoring staff performance, while ensuring that all maintenance resources are efficiently used and that projects stay on schedule.

Completes purchases for day-to-day operations, obtains quotes, and prepares purchase requisitions according to established procedures

Ensures subordinates' work is in compliance with established policies, procedures and standards of quality and safety.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician and/or Horticultural Technician.

Installs and maintains playground equipment, irrigation systems, and assigned vehicles.

Prepares athletic fields for play.

Operates heavy equipment in the performance of required tasks, including front-end loaders, backhoes, bobcats, bucket trucks, dump trucks, tractors, stump grinders, forklifts, etc. as required.

Inspects parks and playgrounds for safety hazards and takes corrective action.

Attends meetings, workshops, and training to enhance job knowledge and skills.

Prepares required records and routine paperwork and/or technical reports.

Receives and responds to customer/public inquires, concerns, and complaints regarding division activities and services.

Reports for disaster duty as required. Available for the "On Call" schedule and subject to call backs. Responds to after-hours emergency calls as needed.

Assumes additional supervisory duties in the absence of Park Maintenance Supervisor

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other

unit members.

Performs general custodial duties including cleaning restrooms as required. Performs related duties as required.

Performs routine office work as required, including but not limited to answering the telephone, typing correspondence, copying and filing documents, etc.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with 3-4 years of experience in grounds/facilities maintenance.

Must possess general knowledge of Microsoft Office, the ability to utilize internet search skills, and familiarity with office technology, including the aptitude to learn new software.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

Must possess a valid Class B Florida CDL with appropriate endorsements.

Must obtain GI-BMP certification within one year of employment.

Must obtain Florida-Friendly Landscaping Professional certification within one year of employment.

Must obtain First Aid/CPR certification within one year of employment.

May require certification in pesticide application.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Park

Maintenance Foreman. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Is able to perform employee evaluations and to make recommendations based on results.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to apply supervisory concepts and principles; is able to train, assist, motivate and provide leadership to employees.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric principles and calculations; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret materials pertaining to the responsibilities of the job.

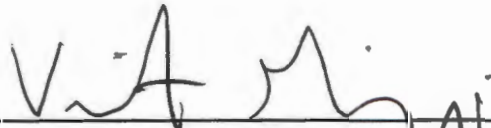
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Parks & Recreation

12/19/23
Date