



Parks Foreman

Worth Park District

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Closing Date: 2025-09-30

Salary: 43,000.00 - 52,000.00

Description:

Worth Park District

Parks Foreman – Full Time

Job Description

Job Summary:

The Parks Foreman is responsible for effective and efficient maintenance services to Park District parks, facilities, equipment, and vehicles. The Parks Foreman may also be required to assist the Superintendent of Parks with planning, organizing, and directing activities related to the maintenance operations of parks and facilities. Represents the Parks Department in the absence of Superintendent of Parks. Must be able to perform the functions as outlined in this job description. This is full-time non-exempt position that must fulfill scheduled days and hours that meets District needs, that includes weekend scheduled days. CPR/AED/First Aid certification required within 3 months of employment.

Qualifications:

Requires a minimum of 2 years park maintenance experience (full-time, part-time, and seasonal status or combination qualifies). Associates Degree in Park/Recreation, Horticulture, Construction Management or other maintenance related field; or a combination of a high school degree and years of applicable experience is required.

Requires working knowledge of the operation, maintenance and use of heavy motor equipment in general construction and maintenance activities; working knowledge of the occupational hazards involved and the safety precautions necessary in the operation of heavy motor driven equipment; ability to understand and follow oral and written instructions; ability to service and repair equipment used and to detect operating defects. Must possess mechanical and construction skills in order to independently repair, install, or replace amenities within Park District parks/grounds and buildings. A valid driver's license with no revocation or suspension within the last three years is required.

Employment is contingent upon physical examination including, but not limited to, a drug screen and passing a criminal background check.

Immediate Supervisor:

The Parks Foreman is responsible to the Superintendent of Parks.

Essential Functions:

- Operate a variety of specialized equipment in connection with the Park District's project based operations and in relation to the Park District's standard of care.
- Responsible for assisting in requisition of necessary supplies and equipment, or general services to adhere to a satisfactory work schedule as laid out by Superintendent of Parks.
- Completes PDRMA required inspections/audits of buildings, grounds, athletic fields, playgrounds and vehicles for appearance and safety; suggests means for eliminating deficiencies and improving Park District property.
- Keeps Superintendent of Parks adequately informed at all times of problems or changes in plans relating to projects and status of District property.
- Operate a variety of specialized equipment in connection with maintenance, repair and construction of park facilities, including but not limited to front end loaders, skid-steers, commercial mowing machines, snow plows, graders, tractors, athletic tractor rakes, trade power tools and manually operated tools.
- Lead role to Superintendent of Parks in repairs to Park District buildings, park amenities, park landscape and vehicles.
- Appropriate experience and aptitude in the following areas are required: custodial maintenance, snow removal operations, HVAC, electrical, plumbing, landscaping and carpentry.
- Adhere to and actively enforce safety procedures of the District and its overall risk management program.
- Attend special events as assigned, aids Recreation Department in the set-up and disassembly of special events.
- Attend required meetings set forth by the Parks Department and Park District.
- Required to fulfill overtime hours as assigned with little to no notice by Superintendent of Parks
- Perform set up and tear down of Facility Rentals or Program needs.
- Perform other duties as required or assigned, which may include acting as a lead worker.

Marginal Functions:

- Perform the job in compliance with District policies, procedures, work rules and employee manuals.

- Purchases maintenance items, materials, supplies and parts as directed by the Superintendent of Parks.
- Promotes park district activities in community groups.
- Assist with and/or attend park district special events.
- Adheres to Parks Department dress code.
- Maintains positive public appearance.
- Attends conferences, seminars, workshops, and webinars as they pertain to the position.
- Work around general population and park patrons in public areas.
- Responsible for meeting the safety objectives of the department.
- Performs other duties assigned.

Psychological Considerations:

The Parks Foreman works unsupervised and must be able to independently carry out work functions without supervision. Must possess appropriate skills in order to successfully complete tasks or work assignment without formal direction of the Superintendent of Parks. Professional maturity and experience is required.

Ability to exercise good judgment in keeping with the mission of the Park District. Must be able to troubleshoot and solve problems in the best interest of the Park District.

Physiological Considerations:

The Parks Foreman regularly performs duties in the medium to heavy work level (lifting 75 lbs. infrequently). The position includes frequent sitting, walking, standing, reaching, with occasional climbing, bending, stooping, balancing and crawling

Environmental Considerations:

Ability to work in outside weather conditions; wet and/or humid conditions, extreme cold and extreme heat. Ability to work around various outdoor contaminants, such as herbicides, and airborne and plant allergens. Activities are preformed both indoors and outdoors, with conditions that include lighting and temperature. The Parks Specialist will also be exposed to various chemicals, noise, dust, fumes, elevation and confined spaces where appropriate personal protective equipment is required.

Cognitive Considerations:

Ability to present ideas and recommendations in a concise verbal and written manner. Able to understand and carry out verbal and/or written instructions efficiently and effectively to read and understand printed material. Parks Specialist can understand and carry out the principles of lead supervision and training. Ability to maintain effective audio-visual and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment. Capable of basic math skills including measuring, calculating, and estimating. Must demonstrate good safety awareness.

Salary Range: **\$ 21.00 - \$25.00 per hour**