



Parks Foreman

Lake Bluff Park District

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Closing Date:

Salary: \$60,000-\$65,000

Description:

LAKE BLUFF PARK DISTRICT

Job Title Parks Foreman

Department Parks and Facility Maintenance

Reports To Superintendent of Parks and Facilities

Status Full Time, Non-Exempt

HOURS

The employee shall be considered to be on duty whenever a need exists for their services.

Scheduled hours are Monday-Friday from 6AM to 2:30PM. It may be necessary for this position to work weekends, holidays, and/or overtime during various times of the year and/or season. (i.e.: snow removal season and for special events)

Essential Functions

The Parks Foreman is a working position responsible for the landscaping, athletic field maintenance and/or general facility maintenance tasks under direction of the Superintendent of Parks and Facilities. The position oversees full and part-time staff. This position performs both field work and supervisory responsibilities, working independently and alongside staff to ensure maintenance and operational tasks are completed safely, efficiently, and on schedule.

ESSENTIAL DUTIES

Parks Projects

- Leads the horticultural plan for parks to include turf management, pruning, weed control, design and installations.
- Mowing, line trimming, and turf maintenance.
- Care of trees, athletic fields, turf, shrubs and flower beds.
- Operates heavy equipment including skid steers, tractors, mowers, and woodchippers.
- Garbage cleanup throughout district grounds.
- Conducts inspections of park grounds, playgrounds, and athletic fields/courts.
- Assists with maintaining equipment and vehicle preventative maintenance.
- Assists with facility maintenance and custodial as needed.

- Helps maintain a clean and organized maintenance shop.
- On call nights and weekends, as needed.
- Assists with set up, break down, and day of special events.
- Performs snow removal with shovels, snow blowers, plows, and tractors.
- Assists with creation and maintenance of seasonal ice rink
- Perform other duties and functions as requested.

Administrative

- Maintains a thorough understanding of the Park District's policies and operations. Assists with enforcing and interpreting those policies as needed
- Attends and participates in staff meetings
- Develops and maintains working relationships with all park district departments
- Maintains and services an organized workshop with the required inventory of tools, equipment and supplies.
- Maintains service and equipment records for equipment.
- Assist Superintendent of Parks & Facilities in creation of parks maintenance budget and capital projects.

Personnel Management

- Oversees maintenance personnel including training, disciplining and evaluating.
- Assigns work, supervises, and trains full time, permanent part-time and seasonal maintenance employees involved in facilities maintenance.
- Manage crew hours and staffing based on daily and annual needs of the park district
- Conducts team training and performs demonstrations to ensure assigned tasks are completed safely and efficiently

Budgeting/Finance

- Oversees costs and expenditures and receives approval on purchasing items based on purchasing policy
- Assists in developing budget requirements for facility maintenance operations.
- Assists with capital planning, research and recommendation
- Recommends equipment and supplies needed for budgeting purposes to Superintendent of Parks and Facilities
- Assists with the preparation of specifications for contract bids

Additional Functions

- Prepares schedules, routines, and special reports as directed
- Assists in creating processes and procedures to standardize maintenance operations and create efficiencies
- On call nights and weekends, as needed
- Perform other duties and functions as requested

Risk Management

- Fosters a working environment that promotes safe work habits and active participation in the agency's risk management program
- Must use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; watch out for others' safety, never hesitating to remind and/or help workmates concerning safety; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Conducts inspections of Parks and Grounds
- Conducts safety training and audits of staff
- Maintains a working knowledge of all general agency and department-specific safety rules

- Attends required safety program and in-service education meetings
- Corrects unsafe conditions and/or reports them to Superintendent of Parks and Facilities
- Uses material handling equipment or staff assistance when lifting and/or moving objects 50 pounds or heavier
- Addresses unsafe employee and patron behaviors by approaching, correcting and coaching
- Enforces safety disciplinary policies and procedures

SKILLS/QUALIFICATIONS

- High school graduate or GED equivalent
- Must be at least 18 years old.
- 2-4 years of supervisory landscaping experience including mowing.
- Possession of a valid Illinois driver's license.
- Must obtain and maintain a valid Illinois Pesticide Public Operator's License within 1 year of hiring.
- Must be able to pass a criminal background check.
- Must be able to supervise full time, part time, or seasonal employees to perform projects and tasks.
- Must possess efficient time management skills and the ability to coordinate and prioritize numerous job functions at one time, with a work assignment system that is easily followed and tracked.

Recommended:

- Excellent (oral and written) communication and organization skills.
- Heavy equipment operation.
- Snow removal operations.
- Tree work including the operation of chainsaws and woodchippers.
- CPSI Certification
- Experience in native plant horticulture and care

Environmental Considerations

Required to work during all weather conditions, including cold and hot temperatures.

EOE/M/F/D/V/SO

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.

PHYSICAL DEMANDS

Lifting:	must be able to lift up to 50 lbs.
Sitting:	while working on riding equipment
Carrying:	materials to/from truck
Pulling:	grates, drills, and wheelbarrows
Standing:	loading/unloading materials
Stooping:	to pick up materials from ground
Reaching:	when gathering materials
Grasping:	to handle tools
Fingering:	to operate machinery
Balancing:	while reaching to extreme distances
Seeing:	to operate equipment safely
Talking:	to communicate with co-workers

Hearing: to communicate with co-workers
Handling: when transporting materials