

## PARK FOREMAN

Code No: 6-16-004  
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for work crews assigned to park maintenance, construction and development activities in a town or village park. General supervision is received from the Director of Parks or other administrator. Direct supervision is exercised over a crew of laborers and drivers. Incumbents must work outdoors in all kinds of weather conditions and may be required to be on twenty-four (24) hour call, seven (7) days per week. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Directs and participates in the repair and preventative maintenance of park facilities, equipment and tools;

Maintains an inventory of supplies, vehicles and tools and requisitions materials when needed;

Directs and participates in the preparation and maintenance of activity areas such as playgrounds, ice skating rinks, tennis courts, picnic areas and athletic fields;

Supervises and participates in cleaning of ditches, culverts and basins, snow removal and the set up and storage of picnic equipment;

Supervises grounds maintenance including mowing, trimming brush and trees and securing park signs and guide posts;

Oversees development and maintenance work by outside contractors;

Monitors budget and makes recommendations;

Maintains records of work performed.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and equipment involved in the maintenance, construction, development and repair of park facilities, grounds and equipment; good knowledge of grounds maintenance in park and recreation areas; working knowledge of inventory and records maintenance; ability to effectively deal with the public; ability to establish good working relationships with others; ability to do heavy manual labor; ability to plan, supervise and review the work of a crew; ability to communicate both orally and in writing; ability to monitor a budget; ability to work in all weather conditions; ability to review the work of contractors; reliability; initiative; endurance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, PLUS:

- (A) Four (4) years of paid full-time or its part-time equivalent experience in building or grounds maintenance; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Forestry, Landscaping, Environmental Science or a closely related field, plus two (2) years of paid full-time or its part-time equivalent experience in building or grounds maintenance; OR,
- (C) Any equivalent combination of training and experience and defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State class \*5\* operator's license at time of appointment.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: May 29, 1986