

Parks Grounds Foreman

Job Profile

Job Code : Not Indicated	Job Group : Not Indicated
Job Grade : Not Indicated	Job Family : Not Indicated
Department Name For This Position : Parks	Position Reports To : Parks Superintendent
Physical Location For This Position : Not Indicated	This Position Is : Non Exempt
This position is safety sensitive : Yes	Security Sensitive : No

GENERAL DESCRIPTION OF POSITION

Provide supervision to crews of Park Laborers to keep up the appearance, health, and safety of landscapes and facilities in Bryant Parks. They maintain jogging and biking paths, hiking trails, athletic fields, playgrounds, picnic tables, benches, lawns, flower beds, and gardens. They take the initiative to ensure parks meet the standard of excellence and vision of the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises and assigns a crew of 8-15 laborers
Oversees a weekend tournament crew and acts as point of contact for tournament directors.
Regularly prepares athletic fields for events.
Completes daily logs and reports as assigned.
Keeps inventory of janitorial and field supplies and reports to superintendent
Interacts with the public in a respectful and informative manner.
Performs manual construction and maintenance work as directed by supervisor.
Operates larger equipment, such as riding mowers, tractors, bunker rakes, backhoes etc.
Operates equipment such as weed eaters, sod cutters, and other small engine machinery.
Regularly uses hand tools, such as rakes, shovels, etc.
Maintains park appearances by removing trash, debris, etc.
Cleans and maintains public restrooms.
Ability to follow directions and complete assigned work in a timely manner. Regular and punctual attendance.
Ability to work seasonal overtime and weekends.

Reports maintenance needs and abnormalities found in the parks.
Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a MODERATE SIZE GROUP (8-15) of employees, but possibly smaller if difficult, SEMI-TECHNICAL work, requiring considerable direction and assistance, is involved. Plan, direct and coordinate work, make decisions, and perform personally the more difficult aspects of the same broad assignment.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

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High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.

EXPERIENCE GENERAL

2 years related experience and/or training.

EXPERIENCE MANAGEMENT

1 to 6 months related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

DIRECTED. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of SMALL ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.

ACCURACY

Probable errors of INTERNAL and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

MENTAL DEMAND

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS**ACCOUNTABILITES****FREEDOM TO ACT**

DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

SMALL: Job creates a monetary impact for the organization from \$100K to \$1MM.

IMPACT OF JOB ON END RESULTS

MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas drivers license or a drivers license recognized by state of Arkansas.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Not Indicated

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

SOFTWARE SKILLS REQUIRED

- 10-Key : Not Indicated
- Accounting: Not Indicated
- Alphanumeric Data Entry: Not Indicated
- Contact Management: Not Indicated
- Database: Not Indicated
- Human Resources Systems: Not Indicated
- Payroll Systems: Not Indicated
- Presentation/PowerPoint: Not Indicated
- Programming Languages: Not Indicated

- Spreadsheet: Not Indicated
- Word Processing/Typing: Not Indicated
- Other: Not Indicated

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Not Indicated
- Walk: Not Indicated
- Sit: Not Indicated
- Use hands to finger, handle, or feel: Not Indicated
- Reach with hands and arms: Not Indicated
- Climb or balance: Not Indicated
- Stoop, kneel, crouch, or crawl: Not Indicated
- Talk or hear: Not Indicated
- Taste or smell: Not Indicated

WEIGHT LIFTED

- Up to 10 pounds: Not Indicated
- Up to 25 pounds: Not Indicated
- Up to 50 pounds: Not Indicated
- Up to 100 pounds: Not Indicated
- More than 100 pounds: Not Indicated

VISION REQUIREMENTS

PHYSICAL DEMAND

HIGHLY REPETITIVE, MODERATELY PHYSICAL. HIGHLY REPETITIVE type of work which requires SOMEWHAT DIVERSIFIED physical demands of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Not Indicated
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Not Indicated
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Not Indicated

- Toxic or caustic chemicals (including potential for chemical spills, etc.): Not Indicated
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Not Indicated
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Not Indicated
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Not Indicated
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Not Indicated
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Not Indicated
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Not Indicated
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Not Indicated
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Not Indicated

LEVEL OF NOISE

Loud (metal can manufacturing department, large equipment, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ADDITIONAL INFORMATION

Prefer one year experience of supervising a crew of 3-7.

Completed by: Charlotte Rue

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