

## **Park Maintenance Foreman**

The City of Bryant is accepting applications for **Park Maintenance Foreman**. Starting annual salary range \$38,109 - \$47,636 depending on experience. Great medical and retirement benefits package included! Applications may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com). A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., September 4, 2023 or until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.*

### **GENERAL DESCRIPTION OF POSITION**

Responsible for preventative and daily maintenance of the Center, Aquatic Center and other buildings and facilities within the Parks system. Able to perform minor electrical repairs, minor plumbing, minor carpentry and door repairs and be able to work closely with outside contractors on any work done in the parks facilities and buildings. Experience working in building maintenance with an understanding of the building's heating and cooling systems and knowledge of how to properly maintain them and ensure proper functioning of the equipment is preferred for this position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain machinery, equipment, and tools by cleaning, lubricating, greasing, oiling to ensure optimum working order.
2. Basic understanding of programmable controllers and Building Management software.
3. Manage all outside services used to maintain functionality of buildings; including but not limited to HVAC, plumbing, electrical, janitorial, roofing, landscaping, and fire protection services.
4. Perform miscellaneous maintenance work such as snow removal, changing filters and light bulbs, ballasts, etc.
5. Respond to work order requests and supervisors' directions to perform troubleshooting, installation, repairs, replacements, and maintenance tasks.
6. Effectively communicate and coordinate with internal and external patrons/contractors to ensure that all parties are well-informed and that work proceeds on schedule with minimal impact to Center or Aquatics Center operations.
7. Apply paint, varnish, and stain to all types of surfaces in order to protect and beautify surfaces using appropriate tools and equipment.
8. Clean/organize maintenance related areas to keep compliant with regulations.

9. Perform HVAC preventative maintenance duties including changing filters, lubrication of motors, drive systems, cleaning coils, changing of belts, replacement of pumps and motors.
10. Check chemtrollers, VFDs, pumps and water heaters and PoolPak for proper functioning.
11. Ability to safely operate power tools, equipment, and hand tools.
12. Responsible for maintaining an adequate stock of supplies and parts such as needed in day-to-day maintenance.
13. Ability to organize/schedule work activities.
14. Perform other duties, including custodial, as required.
15. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

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, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; ability to write and speak simple sentences as a means for basic communication. ability to read and understand simple instructions, short correspondence, notes, letters and memos; ability to write simple correspondence. ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence. ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **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.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

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

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Aquatics Facility Operator or Certified Pool Operator or ability to get within the first year of employment.

## **SOFTWARE SKILLS REQUIRED**

Basic: Other, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **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.

### **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.

## **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.

## **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.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments:

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

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.

**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.

**ACCOUNTABILITY****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**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

**IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

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.

**EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which 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.)

**WORKING CONDITIONS**

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

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is continuously exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to fumes or airborne particles; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals, wet or humid

conditions, extreme cold, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; and frequently required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell; occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

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