

PARKS AND COMMUNITY FACILITIES MAINTENANCE FOREMAN

JOB DESCRIPTION

Classification Responsibilities: A Parks and Community Facilities Maintenance Foreman exercises field supervision over one or more crews that are responsible for the day-to-day repair and maintenance operations for community facilities, parks, baseball training complexes, athletic/sport fields, golf courses, and related public grounds including the construction, maintenance, and repair of buildings, playgrounds, ball fields, or other sports fields; and other landscaped areas such as water retention basins. Supervisory responsibilities include: assisting in the selection of staff; training subordinates; establishing goals and tasks; identifying, coordinating, and evaluating projects; prioritizing, scheduling, assigning, and monitoring daily work; coordinating the weekend crews; conducting performance appraisals; and monitoring leaves of absence. Administrative duties include: planning and coordinating parks and/or facilities repairs, construction, and maintenance projects; estimating and purchasing materials and supplies; monitoring costs for budget input; data gathering and report writing; developing maintenance standards and procedures for assigned area; purchasing equipment and supplies; coordinating equipment repair; and coordinating maintenance schedules with recreational programming staff and community sports organizations. This class may participate in work as needed. This class is responsible for performing related duties as required.

Athletic/Sports Fields Assignment: Employees assigned to athletic/sports field maintenance supervise, schedule, and evaluate work achieved by parks maintenance staff that prepares, maintains, inspects, and repairs baseball, softball, soccer and other athletic facilities and equipment. These responsibilities performed by staff include, but are not limited to, plant life care (turf, shrubs, trees), athletic field maintenance, bleacher repair, fence repair, field preparation, mound repairs/reconstruction, skinned playing field maintenance, mowing, irrigation maintenance, and parks equipment repairs (mowers, line trimmers, power washers, pool vacuums, work carts, sprayers, etc.). Additional responsibilities include monitoring and programming of irrigation central control systems, monitoring and planning of fertilization and maintenance programs for plant life, monitoring of contracts (lighting service, restroom service, materials supply, etc.), ensuring compliance with City policy for hazardous material storage and safety programs, communicating with police and investigators on criminal damages and vandalism, and filing incident/accident reports as needed. This assignment serves as the resident Pest Management Professional.

Facilities Maintenance Assignment: Employees assigned to Facilities Maintenance typically plan, direct, and review the work of facilities maintenance staff that maintains, repairs, and operates City of Mesa facilities to include all buildings' systems (example: HVAC, electrical, mechanical, and structural). Additional responsibilities include establishing scopes of work and monitoring costs for projects, managing project schedules, writing and approving project change orders, and ensuring contractors' compliance within scope of work.

Golf Course Assignment: Employees assigned to golf course maintenance typically plan, direct, and review the work of employees maintaining the grounds of an eighteen-hole golf course. In addition, the employee provides input for the section budget; maintains a database on fertilization and pesticide applications; serves as a liaison with contractors working on major improvements; and coordinates with the pro shop to discuss maintenance issues.

The public contact component involves handling complaints and problems that homeowners around the golf course may bring up for resolution, participating in the day-to-day grounds maintenance work, and assisting in the repair and maintenance of the sprinkler system.

Parks and Basins Maintenance Assignment: Employees assigned to Parks and Basins Maintenance supervise, schedule, and evaluate work achieved by parks maintenance staff that repairs parks facilities or structures, inspects facilities, and completes specialized construction trades work. These responsibilities performed by staff include, but are not limited to, the repair or construction of ramadas, restrooms, fences, sidewalks, playgrounds, lighting and electrical systems, plumbing systems, irrigation pump and lake circulation systems, etc. The oversight of specialized trades includes carpenters, painters, plumbers, welders, electricians, equipment operators, masons, finishers, pump technicians, etc. Additional responsibilities include monitoring of contracts (lighting service, restroom service, materials supply, etc.); ensuring compliance with City policy for hazardous material storage and safety programs; communicating with police and investigators on criminal damages and vandalism, filing incident/accident reports as needed; and overseeing and scheduling employees who transport, assemble, and dismantle band shell and bleacher equipment for special events. This assignment serves as the resident Certified Playground Safety Inspector.

Riverview, Hohokam and Fitch Park Maintenance Assignment: Employees assigned to Riverview, Hohokam and Fitch Park Maintenance supervise, schedule, and evaluate work achieved by parks maintenance staff that completes landscape maintenance, facility inspections, and parks equipment repairs. These responsibilities performed by staff include, but are not limited to, plant life care (turf, shrubs, trees), park mowing, irrigation maintenance, park cleaning (trash removal, restroom cleaning, ramada cleaning, playground cleaning, etc.), and landscape equipment maintenance (mowers, line trimmers, power washer, bobcat, work carts, etc.). Additional responsibilities include monitoring and programming of irrigation central control systems, monitoring and planning of fertilization and maintenance programs for plant life, monitoring of contracts (lighting service, restroom service, materials supply, etc.), ensuring compliance with City policy for hazardous material storage and safety programs, communicating with police and investigators on criminal damages and vandalism, and filing incident/accident reports as needed. This assignment serves as the resident Arborist.

Distinguishing Features: An employee in this class functions as a first line supervisor for a parks or facilities maintenance work group. Employees in this class are expected to exercise independent judgment and initiative to ensure work is performed on schedule and according to established safety and quality standards. A significant amount of administrative work is characteristic of this classification. Supervision is received from the Parks Maintenance Supervisor, Facilities Maintenance Supervisor, or Golf and Cemetery Supervisor (***depending on assignment***), who reviews work through conferences, reports, and results achieved. Incumbents assist the Parks Maintenance Supervisor or Facilities Maintenance Supervisor in planning and scheduling daily work, capital improvement projects, and seasonal projects. A Parks and Community Facilities Maintenance Foreman may be subject to yearly rotational stand-by duty and 24-hour call-out. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to high school graduation or GED, supplemented with coursework related to assignment. Considerable (3 - 5 years) experience in the specified assignment area (facility maintenance, turf management, golf course, park grounds, landscaping, or maintenance of related fields). At least one year in a lead or supervisory capacity. One year of experience moving and operating band shell and bleacher equipment (*Parks and Basin Assignment*).

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification (*Athletic/Sports Field and Riverview, Hohokam, Fitch Park Maintenance Assignments*). Must possess a Certification as a Pest Management Professional from Arizona's Office of Pest Management in the categories of 1-Industrial/Institutional, 3-Ornamental & Turf, 4-Right of Way, and 5-Aquatics within six months of hire or promotion date (*Athletic/ Sports Field Assignment*). Must possess a Certified Pesticide Applicator's License within one year of hire or promotion date (*Golf Course Assignment*). Must possess a Certification as an Arborist (International Society of Arboriculture) within one year of hire or promotion date (*Riverview, Hohokam, Fitch Park Maintenance Assignment*). The possession of a certification as a Certified Playground Safety Inspector (CPSI) from the National Recreation and Park Association (NRPA) within one year of hire or promotion date (*Parks and Basins Maintenance Assignment*). Due to the required access to all secured buildings, an individual must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment in, or promoting to, this position (*Facilities Maintenance Assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience with personal computer (PC) applications and automated irrigation systems is desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

Communication: Communicates with subordinates, other City employees, vendors and suppliers, and the public in order to assign work to subordinates, give instruction in proper work methods, coordinate work, order supplies and materials, and respond to inquiries and complaints from the public. Communicates with professional organizations and recreational programming and community sports organizations in order to coordinate maintenance and establish and maintain effective working relationships. Prepares work orders, estimates of materials and supplies, activity reports, performance appraisals, and monthly reports in order to facilitate work and document maintenance activities.

Manual/Physical: Reviews the work of subordinates and contractors working on facilities, parks, golf

courses, athletic/sport fields and baseball fields, maintenance and preparation, equipment service and repair, and irrigation projects while in progress and upon completion, to ensure compliance with department safety and maintenance operating standards. Inspects parks grounds, golf courses, athletic/sports fields, baseball fields, facilities, and work projects for conformance with safety and operating standards. Conducts inspections to observe work habits, facility damage, turf material replacement needs, proper equipment use and maintenance, and adequacy of irrigation timetables. Operates a pickup truck (3/4-ton and/or one-ton) and/or dump truck requiring a standard Class D Arizona Driver's License for the acquisition of parts, or to inspect equipment, playing fields, and parks facilities to ensure safety and appearance standards. Operates power-driven machinery such as tractors, trenchers, loaders (front-end and skip loaders), wheel loader, jackhammer, concrete saw, floor sanders, forklifts, power washer, concrete and mortar mixers, and dump truck; and may include the operation of turf vehicles, gas-powered compactor, triplex mowers, gang mowers, gang turf mowers, rotary mowers, turf vacuum, and tractors/loader) (*depending on assignment*). Uses common hand tools such as: saws, routers, drills, drill press and sanders, trowels, levels, tamper, screed, float, grout pump, transit, locators and testers, sprayers, rollers, brushes, masks and respirators, torches, electric snakes, and grinders. Demonstrates how to perform those tasks that are infrequently done or are more difficult. Assists with the work of crews, primarily through performance of the more difficult tasks or in the demonstration of proper work techniques. Moves concrete blocks, bags of fertilizer, and other heavy material (weighing up to 90 pounds) using a cart or other aid to assist with the lifting to transport to work sites. Sets up and removes showmobile for programmed special events. Works in a variety of weather conditions while performing construction tasks. Meets scheduling and attendance requirements. Works around or uses potentially hazardous materials requiring the use of specialized equipment.

Mental: Plans, schedules, supervises, and evaluates the work of unskilled, semiskilled, and skilled workers, and maintenance personnel. Sets work priorities and determines work projects to be conducted on a day-to-day basis. Determines equipment, materials, and personnel needed for specific projects. Coordinates the work of temporary personnel or outside contractors who may be assigned to work on major construction repair projects. Assesses and assigns priorities to problems and work assignments when confronted with several pressing demands at one time. Reassigns workers from one project to another to meet emergency demands and changing priorities. Trains subordinate personnel in grounds maintenance tasks and equipment operation. Designs, interprets, and works from blueprints, sketches, and other diagrams. Develops irrigation schedules. Prepares recommendations on personnel, supplies, and equipment needs for the budget, and monitors expenditures in assigned areas. Develops specifications for purchase of capital equipment, materials, and supplies including research of products and equipment within area of responsibility.

Knowledge/Skill/Abilities: (*May vary by assignment*)

Knowledge of:

the techniques used in planning, budgeting, and goal setting;
PCs and office-related software;
the methods, practices, and materials used in masonry, rough and finished carpentry, welding, painting, plumbing, HVAC, mechanical, structural, and electrical work;
equipment and safety hazards common to maintenance and repair work;
safe installation procedures for parks facility, community facility, and playground equipment;

turf management standards for spraying of pesticides, turf growth practices, and soil mixes for ballfield infield and outfield mixes;

the methods and procedures in masonry, carpentry, welding, painting, and electrical work;

the procedures, materials, equipment, safety standards, and tools used in grounds maintenance;

the diseases and pests which may infest grass, and the various ways of treating them;

the chemicals used to control plant pests and diseases, and safety precautions to be observed in their use;

soil treatment as related to the establishment of conditions conducive to the healthy growth of grass and other plants;

the operation, maintenance, programming, and repair of irrigation systems;

the procedures and techniques used in the care and maintenance of golf course (example: greens and fairways);

golf course construction and renovation techniques;

the procedures and techniques used in the planting and care of shrubs, trees, and other greenery;

plants, soils, fertilizers, pesticides, and herbicides;

the methods, practices, tools, equipment, and materials used in installing and repairing irrigation and sprinkler systems;

turf management standards for spraying of pesticides, turf growth practices, and soil mixes for the infield and outfield of ball fields;

facilities maintenance standards for plumbing, electric, boilers, elevators, and roofs;

the procedures, materials, equipment, safety standards, and tools used in grounds and building maintenance;

the diseases and pests which may infest grass and the various ways of treating them; and

the principles and methods of supervision, including scheduling, organizing, coordinating, training, and evaluation.

Skill in trades associated with park maintenance, repair, preparation, alteration, and construction of park grounds, facilities, ball fields, and other landscaped areas.

Ability to:

supervise and coordinate the work of City and non-City maintenance staff during the City's exclusive use and shared-use of recreation and park facilities or community facilities;

write reports and proposals regarding maintenance operations;

break large projects down into smaller work units and assign and coordinate work progress;

work within established guidelines and policies;

oversee the proper maintenance of soccer and rugby fields, seeing that lines are painted and visible;

resolve work-procedure problems and questions presented by subordinate-level staff;

coordinate and schedule staff;

supervise, direct, and assist in the work of a golf course maintenance crew;

understand and follow oral and written instructions and simple diagrams;

oversee the proper maintenance of stadium facilities and athletic fields; and

establish and maintain effective working relationships with those supervised, coworkers, contract golf professionals, restaurant management/staff management, Chicago Cubs staff, and representatives from other sports and/or event organizations, the general public, and other City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be

performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 51

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