

Johnny Appleseed Metropolitan Park District

Parks Foreman Position Description

(Full-Time, Hourly, Non-Exempt)

Classification

The Parks Foreman position is a general maintenance management position. The Park Foreman performs general maintenance management duties and is responsible for the conservation of the Park District's wildlife and natural areas for the security and protection of the visiting public, and the Park District's facilities. All phases of maintenance management are performed under the specific direction of the Parks Supervisor, Parks Superintendent, Deputy Director, and/or Director.

Illustrative Duties

- 1) Maintains Park District facilities, including mowing, pruning, trash pickup, cleaning of shelters, restrooms, etc.
- 2) Operation and maintenance of grounds keeping equipment and vehicles.
- 3) Construction of Park District structures.
- 4) Interprets the policies, goals, and objectives of the Park District to ensure the mission moves forward.
- 5) Supervises seasonals and other part-time maintenance personnel.
- 6) Assists with interpretive programming as needed.
- 7) Maintains positive contact with adjacent landowners, civic groups, and the general public.
- 8) Inspects on a regular basis, park boundaries for infringements and initiates corrective action with appropriate personnel.
- 9) Attends conferences, workshops, and seminars to be informed of changing laws, procedures, supervisory concepts, and best maintenance management practices.
- 10) Other related tasks and duties as assigned by supervisors.

Qualifications

- 1) A minimum Associate Degree in Natural Resources (Bachelor's Degree preferred) or equivalent experience.
- 2) Prior experience in a natural areas park system is a plus.
- 3) A valid Ohio Driver's License in combination with a good driving record.
- 4) Employee must be 21 years of age with a clean felony record.



Special Requirements

- 1) Excellent physical condition.
- 2) Ability to write and speak the English language in a fluent and effective manner.
- 3) Knowledge and experience in operation and maintenance of equipment, vehicles, etc.
- 4) Grounds keeping skills.
- 5) Carpentry and construction techniques.
- 6) Ability to work weekends, evenings and night shift as necessary.
- 7) Vacation time regardless of the time of year, shall be scheduled so as not to interfere or coincide with special events, additional responsibilities, etc.

