

Johnny Appleseed Metropolitan Park District

Parks Foreman Position Description (Permanent, Full-Time, 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 carrying out tasks assigned by the Parks Supervisor within their zone. The Parks Foreman is under the direct supervision and leadership of the Parks Supervisor and Parks Superintendent.

Essential Duties, Knowledge, and Abilities

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.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

A minimum Associate Degree in Natural Resources (Bachelor's Degree preferred) or equivalent experience. Prior experience in a natural areas park system is a plus. Equivalent training/education/experience will be considered.

A valid driver's license with the ability to be insured within the park district's current insurer.

Preferred Qualifications

1. Ohio Peace Officer Certification is a plus.
2. Leads by example and impeccable moral character.
3. Knowledge of computers and their operations
4. Certified Playground Safety Inspector (CPSI) is an asset.

Special Requirements

1. Ability to understand and interpret the policies, mission, vision, and values of the park district.
2. Must be able to effectively schedule and manage multiple tasks and projects, meeting deadlines and evaluating workload.
3. Ability to work with all staff members and resolve issues.
4. Ability to handle questions, complaints, and concerns from the public and from employees in a professional manner.



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5. Ability to work with co-workers on a cooperative basis.
6. Good analytical skills, problem solving ability, and overall good judgement in completing responsibilities.
7. Excellent organizational skills and ability to show a high level of performance.
8. Leads by example and impeccable moral character.
9. Excellent physical condition.
10. Ability to write and speak the English language in a fluent and effective manner.
11. Knowledge and experience in operation and maintenance of equipment, vehicles, etc.
12. Grounds keeping skills.
13. Carpentry and construction techniques.
14. Ability to work weekends, evenings and night shift as necessary.
15. Vacation time regardless of the time of year, shall be scheduled so as not to interfere or coincide with special events, additional responsibilities, etc.
16. Ability to work with minimum supervision.
17. Ability to perform duties with sound judgement, persistence, integrity, tact, and courtesy.
18. Submit to and successfully pass a criminal background check.
19. Possession of a valid state of Ohio driver's license.



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