**CITY OF BAY CITY** DEPARTMENT OF PUBLIC WORKS PARKS DIVISION

PARKS MAINTENANCE FOREMAN UWUA LOCAL 541

Reports To: DPW Manager – Parks/Environmental Services

FLSA Status: Non-Exempt

**POSITION SUMMARY**

Under general and/or specific direction, the Parks Maintenance Foreman performs technical, responsible, and professional work at supervisory level. This position plans, organizes, and supervises the staff and operations of the park’s maintenance crews; supervises regular maintenance of facilities located in community parks, Liberty Harbor Marina, James Clement Airport, Oak Ridge Cemetery, and City Department of Public Works buildings or any other City owned property.

Work also includes performing duties in the area of budgeting, managing purchases, report writing, training, and community relations. The Parks Maintenance Forman is a working supervisory position that is responsible for the day-to-day maintenance and full first-line supervision of assigned employees.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Coordinates, supervises, and oversees a variety of grounds and building maintenance activities related to the facilities maintained and programs managed by the City of Bay City Parks Division.

2. Defines personnel resource needs. Develops and monitors daily, weekly, and seasonal work schedules.

May also involve planning and assigning contractors and volunteers.

3. Develops, administers, and monitors employee training programs with relation to grounds and building maintenance practices, equipment operation, and safety practices and procedures.

4. Plans, schedules, monitors, and performs routine maintenance activities; building and equipment repairs; renovation and construction projects; and parks cleanup and repairs.

5. Receives and reviews time sheets, invoices, reports, and data submitted by field staff.

6. Answers questions from the public and staff, investigates complaints, routine and complex problems, and implements corrective action.

7. Operates a variety of motorized vehicles and snow removal equipment.

8. Maintains professional and technical knowledge by attending educational workshops, studying professional publications and participating in professional organizations.

9. Operates, repairs, and maintains a variety of power equipment and tools.

10. Provides staff and support for the City’s special events.

11. Responsible for the administration of contracts for purchasing of supplies, equipment, and services.

12. Controls inventory; evaluates material and equipment requirements; seeks and evaluates suppliers and pricing; evaluates goods and services receives; and monitors the use of materials to maintain inventory.

13. Maintains records and prepares comprehensive reports associated with assigned duties.

14. Submits required documents/reports that are complete, accurate, and on a timely basis.

15. Responsible for the safe condition of facilities supervised and for the safety of supervised employees.

16. Performs regular safety inspections on all Park division assets.

17. Evaluates work procedures and assists to recommend and implement improvements.

18. Researches, prepares, and monitors budget for area supervised.

19. Assists with forestry operations and related contractual services managed by the department.

20. Supervises the upkeep of playground equipment, park buildings, and other City-owned property.

21. Land development to include shaping of the land to accept the installation of roads, parking lots, sidewalks, and the addition of all amenities.

22. Performs and documents monthly playground inspections.

23. Assists in snow plowing operations as needed

24. Performs other duties as assigned.

**QUALIFICATIONS Education and Experience:**

• High school diploma or GED equivalent required.

• Five (5) years of increasingly responsible experience in facility maintenance, park maintenance, or a related field with three (3) of the five years in increasing responsibility in management of park and facility maintenance and development in a supervisory or lead capacity, required.

• Previous construction management experience, preferred.

**Knowledge of:**

• Principles of employee supervision, counseling, motivation, and disciplinary action.

• The occupational hazards and standard safety precautions as it relates to this type of work.

• The methods, materials, tools, and equipment used in the maintenance, repair, and construction of parks, playground, and forestry activities.

• Basic carpentry, plumbing, electrical, masonry, and landscaping.

• The safe and proper use and application of herbicides, fungicides, and pesticides.

• Operation, maintenance and repair of equipment and tools used for grounds and maintenance activities.

• Proper use and storage of chemicals.

**Ability to:**

• Direct, evaluate, and report on the overall operations of the assigned work group and staff.

• Establish and maintain effective working relationships with both the public and other City employees.

Maintain composure and exercise good judgment when answering demanding questions.

• Communicate clearly and concisely, both orally and in writing.

• Understand and follow oral and written instructions.

• Work independently and as part of a team to effectively to meet day-to-day operational deadlines.

• Understand the hazards of the parks environment and wear and assign the proper PPE for employee protection.

• Utilize computers and tablets as a record keeping and scheduling tool, which includes previous working knowledge of word processing and spreadsheet applications.

• Observe safety principles and work in a safe manner.

• Manage multiple priorities in a fast paced and occasionally stressful environment while under the pressure of concurrent deadlines.

• Plan maintenance and construction projects, including timelines, budget, staff schedules, purchasing and bidding documents.

• Collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions and make valid judgments and conclusions to achieve the best resolutions to disputes.

**Special Requirements:**

• Must possess and maintain a valid State of Michigan Commercial Driver’s license, Group A, unrestricted.

• Must possess and maintain a Michigan Department of Agriculture Pesticide Certification in categories 3A Turfgrass Pest Management, 3B Ornamental Pest Management, and 6 Right-of-Way Pest Management.

• Must possess and maintain International Municipal Signal Association (IMSA) Roadway Signs and

Markings Level 1 and Work Zone Traffic Safety or city equivalent.

• Must possess and maintain first aid and CPR Certification.

• Must have successfully completed competent person training and confined space procedure training.

• Must complete MPSI training within four (4) years of job award.

• Must obtain Playground Safety Inspector certification within one (1) year of job acceptance.

• Must be willing and able to be on call during regular work week, including weekends, and to report for work after hours if needed.

• Must have and wear footwear that provides toe protection and be certified as meeting ASTM F2413-18

Standards for impact, compression resistance, and puncture resistance. Must cover employee’s ankle

and be a minimum of a 6-inch boot.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

**Environment**: While performing the duties of this job, the employee regularly works in outside weather conditions; work near moving mechanical parts; work in high, precarious places; be occasionally exposed to fumes or airborne particles, toxic or caustic chemicals as well as high noise levels

**Physical:** Performs manual labor assignments on a regular and repetitive basis requiring sitting, standing, walking, pushing, pulling, bending and reaching overhead, and reaching with hands and arms. Occasionally required to climb or balance, stoop, kneel, crouch, squat, twist, turn, or crawl. Regularly required to use hands and fingers to handle or feel objects, tools or controls. Heavy lifting up to 50 pounds is routinely required. Hear and distinguish various sounds.

**Vision**: 20/20 corrected

Effective: 8/20/18

Reviewed: 2/21/20

Revised: