



JOB DESCRIPTION

POSITION TITLE: Park & Urban Forestry Foreman

DEPARTMENT: Parks, Recreation & Forestry

REPORTS TO: Director of Parks, Recreation & Forestry and
Public Works Operations Manager

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Full-time

PAY TYPE: Hourly

LATEST REVISION DATE: 2/2019

POSITION SUMMARY

Provides general labor and technical skills in support of the delivery of public services, forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, and maintenance of vehicles and equipment.

The Parks and Forestry Foreman will provide general labor and technical skills in support of the delivery of: forestry, parks & recreational facilities, building maintenance, inspection of construction in-progress, heavy equipment operation, and maintenance of vehicles and equipment. Work involves responsibility for supervising work crews, carrying out work assignments given by Supervisors, and ensuring proper functions of assigned area of responsibility. The Foreman plans assignments with Supervisor’s approval, including participation in jobs, supervision of assigned employees in more difficult work phases and equipment operations, and responsibility for proper completion by those assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervisory

- Supervises assigned personnel in maintenance repair work; participates in all job phases; instructs personnel on how to perform more difficult/technical tasks; inspects work of assigned personnel for quality and completeness.
- Organizes and prepares weekly work schedules for assigned personnel; coordinates work activities with other departments when required; adjusts work assignments and hours based on changing environments.
- Coordinates material and equipment needs with the Director of Parks, Recreation & Forestry makes recommendations to facilitate operations; recognizes material shortages well enough in advance to replenish stockpiles, assists with preparing requisitions for approval and budget projections.

- Insures all safety rules are followed, proper safety equipment is used, and safe actions performed to complete all tasks and assignments.
- Prepares basic work reports on work completed, equipment used and work completion schedules; and prepares staff reports; Operates facilities and equipment as needed; train's assigned staff in the safe and proper use of facilities and equipment; insures facilities and equipment are receiving proper preventative maintenance.
- Coordinates work of assigned contractors; inspects work of contractors for quality and completeness and assists in evaluations of contracted services.

Parks & Facility Maintenance

- Responsible for maintenance of parks and other public grounds as assigned. May include mowing and trimming grass, grooming ball diamonds, measuring and lining athletic fields, field maintenance, installs and maintains landscaping and fencing, snow fence installation, empties trash and recycling containers, flood ice rinks, stores and maintains seasonal equipment.
- Performs service and repairs as needed to construct and maintain facilities (e.g., construction projects, repairs, interior/exterior building maintenance, troubleshooting electrical repairs, masonry, carpentry, plumbing, painting, cleaning restrooms/shop/ work areas, etc.).
- Receives and/or prepares various forms, work orders, reports, and other documents.
- Performs carpentry work required for general maintenance.
- Maintains grounds by operating mowing equipment, weed eaters, tractors, bush hogs, small tools, and irrigation equipment.
- Assist in the installation, repair, maintenance, and inspection of playground equipment.
- Assist in preparation and set-up for community and park/recreation events.
- Repairs and performs preventative maintenance and routine repair on buildings, facilities, playground equipment, tractors, mowers, and other equipment.

Forestry Operations

- Responsible for the oversight of publicly owned trees including planting, pruning, removals, irrigation, control of pests and diseases, and other maintenance needs.
- Serves as the designated Village Forester.
- Remove trees of various heights using proper equipment and techniques.
- Operate and provide necessary daily maintenance on a variety of vehicles, including aerial lift, chipper, stump router, water truck, towed equipment, and hand or power tools as assigned.
- Inspect trees for dangerous conditions and maintenance needs.
- Perform emergency storm work when needed and work outdoors in all weather conditions.
- Communicate with the public regarding tree issues and work being performed and assist the Director with community education.
- Maintains GIS and other forestry related records as necessary
- Assist Director with development and management of urban forestry budgets, grant applications and grant implementation.

- Perform site plan reviews as requested from the Community Development Department for landscaping standards.

Public Works

- Assists Public Works staff with repair of water main breaks, service leaks and curb boxes, sewer main and manhole repairs. Using locator and record drawings, accurately locates and marks electrical, fiber optic, water, sanitary, and storm sewer mains and laterals as needed. Verifies accuracy of field data and coordinates as necessary with maintaining Village GIS mapping and data.
- Assists Public Works staff with repair of public streets and right-of-way. Removes snow, performs salting and ice control, clears walks and trails, installs snow fence, debris removal, and street tree management (pruning, removal, planting).
- Performs minor building repair, maintenance and remodeling projects, painting, cleaning. Additional minor repair and maintenance duties may be assigned including heating and cooling, electrical, and plumbing.
- Operates various major equipment and vehicles as necessary to carry out duties assigned including snow plows, dump trucks, tractors, backhoes, and skid steers.
- Performs vehicle and equipment maintenance and upkeep including, but not limited to, record keeping, refueling, washing, and minor maintenance or repairs.
- Assist in maintaining and managing department inventory of supplies, materials, tools, signs, etc. Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations and rules to their supervisor.

Miscellaneous

- Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.
- Availability to report to work outside of normal working hours for emergencies, snow removal activities, and call ins. Performs related duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate a variety of tools and equipment including; hand tools, dump truck and plow, backhoe, , brush chipper, chain saws, lawn mowers and tractors, various other small power tools.
- Ability to maintain equipment and vehicles assigned to operate and evaluate when such maintenance or repairs can be completed in-house or requires outside services.
- Ability to manage multiple work assignments, prioritize, and complete all assignments accurately and in a timely manner.
- Ability to take direction, facilitate communication, resolves problems, work individually and as part of a team, receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and makes use of the principles of descriptive statistics.
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans, GIS mapping and record drawings.
- Ability to record and deliver information, explain procedures and follow directions and instructions accurately and in a timely manner.

- Ability to communicate effectively and courteously with the general public, board members, administration, supervisors, other Village employees, construction contractors, and others.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- High School Diploma or equivalent.
- Minimum of two years of directly related work experience.
- Must possess a valid Wisconsin driver's license and access to an operable and licensed vehicle.
- Must possess a valid Wisconsin Commercial Driver's License (CDL) Class A or Class B with the ability to obtain a Class A within three (3) months of employment.
- Position requires occasional overtime work and carrying a pager on a rotating schedule for on-call assignments.
- Must pass a post-employment offer drug screen and physical along with periodic testing required for the maintenance of CDL License.
- Must attend Village safety training sessions required for position and meet and associated testing requirements.
- Must possess a current International Society of Arboriculture (ISA-A) Certified Arborists designation, or ability to obtain within (1) one year of employment.
- Current National Playground Safety Institute Inspector Certification (NPSI) preferred, or ability to obtain within (1) one year of employment.

Additional Desired Training/Licenses

- Direct experience as a heavy equipment operator (backhoe, bulldozer, loader).
- Associate degree in Arboriculture, Urban Forestry or related field desirable.

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions along with the ability to sit, stand and walk for an extended period of time.
- Requires the ability to frequently lift loads of up to eighty pounds.
- Requires the ability to climb and descend a ladder.
- Requires the ability to operate/use hand tools, motorized vehicles and equipment.
- Requires the ability to effectively communicate verbally with citizens and other staff members.
- Ability to operate office equipment to include telephone, pagers, computers, printers, photocopier, and fax machine.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.