



Crete Park District Parks Foreman

Job Title: Parks Supervisor Department: Parks
Reports To: Supt of Parks & Planning FLSA Status: Non-Exempt

Summary:

Organize, perform, and manage all general and specific daily park maintenance activities. Supervise work crews and maintenance personnel that includes ensuring timely completion and quality standards. Communicate effectively with the Superintendent of Parks & Planning and other district personnel. Maintain accurate records of all necessary maintenance activities.

Essential Functions:

- Perform routine maintenance work as assigned.
- Capable of performing both skilled and unskilled tasks as directed.
- Knowledge of all trades including carpentry, electrical, and plumbing.
- Capable of operating entire fleet of maintenance equipment.
- Responsible for keeping the Superintendent of Parks & Planning informed on the condition of all park sites and park equipment, including playground structures and safety hazards.
- Responsible for making routine purchases with the approval of the Superintendent of Parks & Planning.
- Attend seminars and/or workshops as directed or requested by the Superintendent of Parks & Planning.
- Organize daily maintenance activities and assign proper work crews.
- Capable of organizing and managing projects as directed by the Superintendent of Parks & Planning.
- Supervise work crews and personnel in the department and check on the quality control of completed work by maintenance personnel.
- Maintain proper inventories of supplies and equipment.
- Maintain equipment in a safe and efficient working order.
- Be available for after-hours and overtime work as required by the Superintendent of Parks & Planning.
- Be available for emergency calls pertaining to park maintenance operations.
- Perform duties under varied seasonal conditions.
- Participate in any in-service safety training programs as required.
- Participate in maintenance staff meetings as directed by the Superintendent of Parks & Planning.
- Work in compliance with the park district's rules, regulations, and personnel policies.
- Perform other duties as directed by the Superintendent of Parks & Planning.
- Be familiar with the proper procedures of reporting in case of emergency.

Marginal Functions:

- Ability to deal efficiently and tactfully with other staff and the public.
- Versatility and initiative in dealing with changing assignments.
- Ability to organize a wide range of tasks effectively and efficiently.

- Ability to work without direct supervision to provide exceptional results.
- Ability to understand work from both written and oral instructions.
- Ability to supervise and coordinate workers engaged in general park maintenance.
- Ability to plan, develop and evaluate projects.
- Ability to understand and contribute to logistical operational planning.
- Knowledge of proper maintenance procedures to troubleshoot and solve problems independently.
- Knowledge of fiscal responsibility pertaining to the use of maintenance equipment and supplies.

Qualifications:

- H.S. Diploma or equivalent
- Provide satisfactory personal references
- 3 years' experience in parks maintenance or related field with 1 year of supervisory experience preferred
- Valid Driver's License
- Be available to take pre-employment physical and pass a standard drug test and background check

Psychological Considerations: The Park Supervisor may feel pressure from the responsibility of the effective and efficient delivery of services including working alone and unsupervised for lengthy periods of time, directing subordinates, and leading work crews comprised of both experienced and young adults. The Park Supervisor may need to resolve immediate maintenance problems for staff and users of park facilities.

Physiological Considerations: Extended periods of standing, walking, climbing, stooping, bending, and reaching could affect some individual's blood pressure. The Park Supervisor must be able to carry up to 75lbs over short distances, up and down stairs, lifting, holding, and dragging.

Environmental Considerations: The Park Supervisor will be exposed to various weather conditions including extreme heat and cold, snow, rain, and ice. Indoor conditions include varied lighting and temperature changes. There will also be exposure to chemicals including fertilizers, insecticides, and fungicides.

Cognitive Considerations: The Park Supervisor must exhibit problem solving ability and good judgment including safety awareness.

Hours and Compensation: This is an hourly position and based on an average of 8 hours/day. Normal working hours will be from 7:30am to 4:00pm, Monday through Friday, with some evening and weekend hours to be expected. Compensation will be established at the time of hire and increases will be based on the evaluation and recommendation of the Superintendent of Parks & Planning with the approval of the Executive Director.

Compensation Package

Wages: \$18 - \$22/ hour depending on qualifications

Benefits: IMRF Pension
 Health and Life Insurance (Percentage covered by District, determined annually)
 Paid Holiday Time Off (9 recognized holidays, 2 floating)
 Paid Vacation (1 yr. = 1 week, 2-5 yrs. = 2 weeks, 6-9 yrs. = 3 weeks, 10 + yrs. = 4 weeks)
 Up to 5 sick/personal days annually

Hours: Normally 7:30am – 4:00pm Monday-Friday

Early morning, late evening, and weekend hours to be expected including emergencies.