

CITY OF POLSON

POSITION: Parks Forman **DEPARTMENT:** Parks & Recreation

ACCOUNTABLE TO: Director of Parks and Recreation

SALARY : \$16.00 per hour

SUMMARY OF WORK: Maintains city parks and facilities

JOB CHARACTERISTICS:

Nature of work

The Parks Forman reports directly to the Director of Parks and Recreation. Under the Director's supervision, the Parks Forman directs and participates in the maintenance of the city parks, open spaces, and trails, along with trees, equipment, bathroom facilities, and buildings; supervises the maintenance and repair of motorized and other mechanical equipment; and does related work as required.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Trains and supervises all seasonal and temporary positions for the parks
- Maintains and mows all parks and park facilities
- Responsible for purchasing and tracking inventory of supplies, irrigation parts, machinery parts, fuel, oil, and chemicals etc.
- Maintains and repairs:
 - plumbing, carpentry and electrical for all park facilities
 - playground equipment and surfacing
 - parking areas and pathways, trails
 - city docks and waterfront facilities
- Collects and removes garbage and litter from parks
- Paints buildings and amenities as needed
- Performs maintenance of irrigation systems and trains seasonal positions in proper maintenance of all irrigation systems
- Operates and maintains various light equipment, machinery & vehicles, i.e. push lawn mowers, sprayers, string trimmers, pickup trucks, hand tools
- Operates and maintains various heavy equipment & vehicles, i.e. front end loaders, dump trucks, large area mowers
- Implements good interpersonal communication skills with the public and other employees
- Informs public of park rules and regulations
- Assists other City departments with maintenance & construction projects
- Operates equipment in snow removal and maintenance of trails within the city
- Performs other duties as assigned

JOB REQUIREMENTS:

Knowledge

- Operation & maintenance of needed tools and equipment
- Turf, irrigation and landscaping maintenance procedures
- Facilities/bathroom maintenance
- Playground and park amenity maintenance
- Safety practices and procedures

Skills

- Advanced level skills in operation of equipment
- Comprehensive knowledge of commercial irrigation maintenance, installation and repair.
- Major plumbing, carpentry and electrical repair
- Project development, prioritization and implementation skills
- Driving vehicles with manual transmissions pulling a trailer

Abilities

- Communicate effectively both verbally and in writing
- Follow verbal and written instructions
- Establish effective working relationships with fellow employees, supervisors and the public
- Prioritize projects to complete in an efficient & effective manner
- Complete assigned duties with minimal supervision
- Follow safety routines and practices
- Have the physical stamina to perform duties
- Lift, push, and pull up to 50 lbs. without assistance

Other Requirements

- Valid State of Montana driver's license
- Montana state pesticide applicator's license within 90 days of hire
- Reliable means of transportation

EDUCATION AND EXPERIENCE:

- High-school diploma or GED
- Experience operating lawn care equipment, parks equipment and hand tools
- Experience in tree maintenance, care, and planting.
- Experience in commercial irrigation and pump station maintenance, installation and repair.

JOB PERFORMANCE STANDARDS:

Job performance criteria include, but are not limited to, the following:

- Working knowledge of the maintenance of parks; seeding and maintenance practices for turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls; facilities management.

- Adheres to safety practices and procedures
- Deals tactfully with the public
- Performs duties with a minimum of direction and supervision
- Demonstrates physical stamina to perform duties
- Observes work hours and demonstrates punctuality
- Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; prepare clear and concise reports; and maintain effective employee and public relations.