


TOWN OF WINDHAM

Position Title: Parks Maintenance Foreman
Department: Parks and Recreation
Reports to: Parks and Recreation Director
Classification: Non-Exempt 6

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: 

General Summary:

This is a technical position assisting the Parks and Recreation Director in carrying out activities of the Department of Parks and Recreation while following established operational and safety procedures. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Director of Parks and Recreation. Performance is evaluated based on daily observation and results.

Essential Functions:

- Inspects trail and park areas for safety, damages and vandalism.
- Mows and trims trail and park areas on regular basis.
- Picks up trash and debris on trails and in park areas when needed.
- Assists in repair and construction of park areas and facilities.
- Maintains ice skating areas and grooms trails for skiing and snowshoeing.
- Plows park roads and parking lots.
- Uses proper safety and operational procedures when using mowers, weed trimmer, chainsaw, leaf vacuum and other tools and equipment.
- Operates department's pick up and rental equipment for required tasks.
- Supervises seasonal part-time employee and volunteers.
- Works with sub-contractors, as needed.
- Communicates with the Director on condition of parks and trails and makes recommendations to improve those areas.
- Deals effectively and positively with the general public and other employees regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work as may be required in support of the Parks and Recreation Department.

Competencies:

- Basic knowledge of maintenance and grounds equipment, safety procedures and techniques.
- Basic knowledge of carpentry and small engine systems.
- Ability to correctly follow verbal instructions and to develop and maintain effective and professional working relationships with management, other employees, and the general public.

Required Education/Experience:

- High school diploma or equivalent.

Additional Eligibility Qualifications:

- Experience in performing landscaping and maintenance tasks preferred.
- Ability to work independently with minimal supervision.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential functions. Requires sitting, standing and walking for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed indoors and outdoors year-round in all weather conditions and will require working all shifts to respond to emergency maintenance and/or repair needs.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.