



City of Phoenix PARKS FOREMAN I

JOB CODE 40100

Effective Date: 06/95

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to oversee and participate in the work of park maintenance crews engaged in turf maintenance; irrigation; the planting and cultivating of trees, flowers, and shrubs and the custodial maintenance of park or golf buildings, grounds and equipment. Responsibilities include laying out and insuring that work is performed on schedule through the provision of moderately technical instructions to subordinates. Work assignments are received orally or in writing from a Parks Foreman II or Parks or Golf Course Supervisor. Incumbents are expected to ensure completion of assignments through initiative and judgment. Work is subject to review by the supervisor through periodic on-site inspections or reports. Work involves public contact which requires exercising tact and restraint.

ESSENTIAL FUNCTIONS:

- Supervises staff engaged in turf, landscape, tree and shrub, and facilities maintenance activities.
- Participates in the care, maintenance, and repair of park buildings, grounds and equipment.
- Keeps work, time, and materials records.
- Prepares written reports.
- Instructs employees in the proper care and maintenance of parks equipment, machinery and tools.
- Operates power driven machinery such as a lawn mower, vacuum sweeper, buffer, or other similarly sized equipment.
- Mixes and works with cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions using normal and specialized protective equipment.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:



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- Materials, methods, and skills used in turf and plant maintenance including planting, pruning and fertilizing plants, trees and shrubs common to the Phoenix area and irrigation techniques.
- Safety practices and procedures.
- Care of tools and skill in the operation of parks equipment such as gangmower, rototiller, triplex, booster pump, skip loader, backhoe, aerial bucket trucks, brush truck, brush chippers, stump grinders, and chain saws.
- Application and use of herbicides, insecticides, and fertilizers.
- Custodial materials and the application of those materials for cleaning public facilities, buildings and mechanical equipment.
- Hazards of tree maintenance work.
- Geographical street locations in the Phoenix area.
- City Code and Ordinances concerning trees and other vegetation.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Insure safety conditions, equipment and procedures for assigned personnel and to work safely without presenting a direct threat to self or others.
- Comprehend and make inferences from written materials or instructions provided orally in the English language.
- Work cooperatively with other City employees and tactfully with the general public.
- Communicate with co-workers, customers or the general public by telephone, radio, or in a face to face, one to one or group setting.
- Move heavy objects (50 pounds or more) short distances (less than 20 feet).
- Work in a variety of weather conditions with exposure to the elements.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on the job setting.
- Produce written documents in the English language using proper sentence construction, punctuation and grammar.
- Understand and carry out oral and written instructions in the English language.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards.
- Work at heights greater than 10 feet.
- Remain in a standing position for extended periods of time.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation



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physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

- Requires State of Arizona Structural Pest Control Commission pesticide application certification by the end of probation.
- Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years experience in turf maintenance, garden care, custodial maintenance, or related experience. Other combinations of experience and education that meet the minimum requirements may be substituted.