



City of Phoenix PARKS FOREMAN II

JOB CODE 40110

Effective Date: 06/95

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise several small crews or one large crew of foremen and maintenance workers in the care and maintenance of golf courses, parks, buildings, playgrounds, and public right-of-ways. Responsibilities include performing research and writing reports on water conservation efforts, inventory, productivity, and safety. Administrative duties are performed in support of a Parks, Forestry, Golf Course Supervisor or Horticulturist. Work assignments are general in nature and employees exercise initiative and judgment in accordance with accepted practices. Work is subject to review through conferences, reports and observations of results achieved.

ESSENTIAL FUNCTIONS:

- Supervises several Parks Foremen I and crews engaged in the care and maintenance of parks, park buildings and surrounding grounds, parkways, medians, large trees and shrubs, golf courses, and other public facilities.
- Supervises heavy equipment operators in the performance of trenching, grading and finish landscaping at park facilities.
- Supervises maintenance workers, equipment operators, and tree trimmers engaged in trimming, removing, planting, repairing tree damage and felling trees.
- Instructs employees in the proper care and maintenance of park equipment, machinery, and tools.
- Instructs employees in the hazards and safety precautions, techniques, and methods used in the application of toxic insecticides, herbicides, and cleaning chemicals.
- Keeps work, time, and material records and prepares reports.
- Reviews and monitors service requests.
- Conducts final inspections of construction projects.
- Prepares and keeps accurate work and materials records.
- Measures distances using a tape measure.
- Operates power driven machinery such as a chain saw, hydraulic pruning equipment, gasoline powered hedge trimmer, or other similarly sized equipment.
- Uses graphic instructions such as blueprints, schematic drawings, layouts or other visual aids.
- Develops procedures from general instructions.
- Maintains regular and reliable attendance.



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Effective supervisory techniques.
- Materials, methods, techniques, and equipment commonly used in parks, golf, and tree maintenance operations.
- Planting and care of turf, flowers, trees and shrubs, and soils, soil conditions, and fertilizers.
- Hazards and safety precautions applicable to the work performed.
- Equipment and methods used in the maintenance of sprinkler systems and flood and controlled irrigation.
- Operation and maintenance of equipment such as aerial bucket trucks, brush trucks, brush chippers, stump grinders and chain saws.
- Application of toxic insecticides and herbicides.
- Tree species and characteristics unique to trees in the Phoenix area.
- Geographical street locations in the Phoenix area.
- City Code and Ordinances concerning trees and other vegetation.
- Use of tools required for tree care.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Understand and carry out instructions provided in the oral and written English language.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Communicate in the English language with co-workers, customers, or the general public using a radio, telephone, or in a face-to-face, one-on-one or group setting.
- Observe or monitor people's behavior, objects, or data to determine compliance with prescribed operating or safety standards.
- Work in a variety of weather conditions with exposure to the elements.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

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,



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individuals may be required to pass an Arizona Department of Transportation 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.
- 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 of experience in parks or golf course care and facilities maintenance, including two years of supervisory experience at a first line parks foreman level (equivalent to Parks Foreman I). Other combinations of experience and education that meet the minimum requirements may be substituted.