



Job Description

TITLE: Parks Foreman	JOB CODE: 2472
DEPARTMENT: Parks & Facilities	FLSA: Non-Exempt
PREPARED: January 16, 2007	FLSA CLASS: Supervisor
UPDATED: March 30, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, supervises and participates with maintenance personnel in preparation for scheduled events/functions and in maintenance/cleaning of McGee Park facilities and grounds. In the absence of the park manager, coordinates with the Parks & Facilities Director on the assignment of tasks and supervision of maintenance personnel.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversees preparation of McGee Park facilities and grounds for events and functions which includes, but is not limited to, operating tools and equipment, placement of chairs, tables and other related materials.
- Oversees and performs basic maintenance tasks to buildings, equipment and grounds.
- Oversees personnel and participates in remodeling and small construction projects and other varied maintenance needs.
- Assigns and delegates work to maintenance personnel, trustees and community service personnel.
- Provides support, direction and coaching to subordinate employees in the areas of event set up and tear down, and, general maintenance.
- Reviews work performance to ensure timely and accurate completion of tasks.
- Conducts performance evaluations.
- Ensures all safety rules and guidelines are followed, including all equipment and dress standards.
- Operates several varieties of tools, equipment and machinery.
- Plans and schedules work crew; assigns and prioritizes tasks and projects.
- Trains and instructs employees as required.
- Works events at McGee Park: overtime, evenings and weekends.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of material and equipment necessary to support various events and functions held at McGee Park.
- Knowledge of infrastructure and utility layout of McGee Park.
- Knowledge of construction and maintenance methods, tools and materials.
- Knowledge of County policies and procedures.
- Knowledge of all safety rules and guidelines.

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Parks Foreman

- Knowledge of the operation and use of various tools and equipment associated with landscaping, grounds maintenance and general building maintenance.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of management principles, practices and methods.
- Skill in all phases of building maintenance, including motors, basic electrical repair, carpentry, plumbing, heating, air conditioning, boilers and all other related mechanical equipment.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in effectively communicating both verbal and written instructions.
- Skill in the use of a personal computer and standard software programs.
- Skill in establishing and maintaining effective working relationships with co-workers, other County personnel and the general public.

Education and Experience:

- Must have a High School Diploma or GED equivalent and three years experience in building and maintenance.
- Must have some experience or familiarity with equine events related equipment and practices.
- Valid State of New Mexico Driver's License or able to obtain within six months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to adverse weather conditions.
- May be exposed to hazardous and dangerous conditions, such as cleaning sewers and handling cleaning solvents and paints, etc.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment including forklift, tractor, loader and backhoe, and hand and power tools.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____