

OPERATIONS FOREMAN

REPORTS TO:

Parks, Recreation, and
Forestry Director

EMPLOYMENT CATEGORY:

Full Time

GENERAL DESCRIPTION:

The Operations Foreman will assist the Director of Parks, Recreation & Forestry as well as the Director of Public Works with planning day to day parks operations. The position will supervise, direct, coordinate and perform park maintenance activities and assist the Department of Public Works in day to day activities.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, prioritizes, implements and evaluates the maintenance of park grounds and facilities, including ball diamonds and all Village owned properties and buildings.
- Assists with the hiring, training, supervision, evaluation and termination of seasonal parks employees.
- Assists the Department of Public Works with day to day operations as directed by the Director of Parks, Recreation & Forestry and the Director of Public Works.
- Performs snow removal on sidewalks and streets during winter months.
- Assists with the coordination and implementation of all safety related issues and guidelines as they relate to seasonal employees and park maintenance operations.
- Coordinates volunteer groups during parks maintenance projects.
- Conducts safety inspections of parks equipment including but not limited to playgrounds, sport courts, athletic fields, shelters and chain link fences.
- Responsible for adhering to the adopted Turf Management Plan.
- Provides assistance and supervision of seasonal parks staff. Provides supervision for volunteer groups. Evaluates work methods, makes recommendations and implements new procedures to increase efficiencies.
- Provides field oversight and assistance for facility repair and construction projects. Serves as main contact person for contract crews and oversees project plans.
- Assists in the preparation of the annual park maintenance budget.
- Performs routine minor equipment and vehicle maintenance.
- Assists with the purchasing of parks maintenance supplies and assists the Director of Parks, Recreation & Forestry in purchasing of park equipment.
- Develops cost estimates for maintenance and construction projects.
- Assists with park development and maintenance planning.
- Operates a variety of machines such as 34,000 G.V.W. dump trucks, bucket truck, end loaders, sweepers, backhoe, skid steer, tool cat, jack hammers, various mowers, tractors, stump grinder, chainsaw, brush chipper, snow removal equipment (i.e. plow truck with wing and sander) and other equipment as needed.
- Assist the Village Forester in planting, removal and maintenance of all Village trees.

OTHER JOB FUNCTIONS:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Works varying hours to meet the needs of the programs and Department due to programs and special events being conducted outside of normal office hours.
- Prepares athletic fields for practice and competition.
- Picks up litter daily.
- Performs other related functions as assigned or required.

REQUIREMENTS OF THE POSITION:

- High school diploma or equivalent with 2 – 4 years of equivalent experience and additional training which may include the combination of the following knowledge, experience and skills:
 - Machine operation
 - Light carpentry
 - Electrical
 - Plumbing
 - Landscaping
 - Knowledge of computer applications, including but not limited to Windows, MS Word, MS Excel and Publisher.
 - Experience in establishing and maintaining cooperative relationships with associates, subordinates, program participants, and the public.
 - Experience in supervising seasonal and part-time employees, including monitoring work activities, providing training, and evaluating performance.
 - Experience in being creative, working independently and within a team atmosphere.
- A valid driver's license from the State of Wisconsin with the ability to possess a class B Commercial Driver's endorsement within 90 days of hire.

REASONING ABILITY:

- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

PHYSICAL ABILITIES:

- Requires the ability to operate equipment and machinery such as trucks, mowers, end loaders, tools and survey equipment, requires monitoring multiple conditions and making multiple, complex and rapid adjustments.
- Requires the ability to coordinate eyes, hands, feet and limbs in movements requiring skill and training such as maintaining equipment.
- Tasks involve the regular and at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling moderately heavy objects and materials twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.
- Employee is regularly exposed to outside weather conditions during all seasons of the year.

Operations Foreman

Date

Director

Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements

FLSA: Non-Exempt

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Village retains and reserves all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

Formal application, rating of education and experience; oral interview and reference check, job related tests may be required.

The Village of Cottage Grove is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.