

Grounds Foreman

Job description: Under the supervision of the Superintendent of Parks, the Grounds Foreman is directly responsible for the coordination and supervision of the Grounds Specialists to ensure that all aspects of grounds maintenance are completed for the Belvidere Park District.

Job Type: Full Time

Benefits: *Dental insurance, Employee assistance program, Employee discount, Health insurance, Life insurance, Paid time off, Retirement plan, Vision insurance*

Work Location: In person

General Hours: This position requires a minimum of 40-hours per week. Typical workdays will be Monday through Friday, 7:00 a.m. to 3:30 p.m. However, a combination of daytime, evening and weekend hours may be required when the need exists.

Essential Functions:

- Keeps the Superintendent of Parks adequately informed at all times of problems related to the work and changes in plans and work completed.
- Plan, organize, direct, and supervise the work of the Parks Department grounds employees.
- Maintain the daily grounds maintenance operations for the district.
- Plan, develop, and coordinate grounds schedules and renovations.
- Responsible for proper turf care including but not limited to mowing, fertilizing, and pesticide application.
- Coordinate the removal of snow at all district parking lots.
- Plans and schedules weekend hosting needs and activities for the district.
- Creates, plans, and implements preventative maintenance programs in relation to equipment and vehicles, outdoor athletic fields and courts.
- Utilizes the work order system to track, plan, and schedule projects. Also track assets repairs and costs.
- Collaborate with other Parks staff to achieve departmental goals.
- Plans, researches, calculates, and secures approval and the appropriate materials and supplies for projects.
- Prepares and maintains daily, monthly, and annual reports and records as assigned.
- Conduct consistent meetings and training with staff including, but not limited to, safety procedures, standard operating procedures, behavior management, and customer service.
- Provide leadership and guidance to coworkers when completing tasks in assigned areas; instruct and advise on the technical aspects of work assignments.

- Works to maintain quality staff through ongoing recruitment and training of employees.
- Assists in preparing annual maintenance budget. Monitors budget expenditures.
- Assisting with the set-up of holiday lights and special events.
- Assures that tools and equipment are properly maintained and kept in proper working order.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Participate as a team member to assist and improve the overall services to the community.
- Maintain a neat and orderly work environment.
- Participate in professional committees, conferences, workshops, and classes to improve knowledge of job responsibilities and skills with supervisor approval.
- Adhere to all organizational policies and procedures as designated by the district.
- Performs other work-related duties and functions as assigned.

Education, Experience and Training:

- Associates or bachelor's degree in Parks and Recreation, Project Management or closely related field preferred. Vocational/technical training required.
- Two (2) to five (5) years of direct experience in work related to grounds maintenance, at least two (2) years of which was in a supervisory role.
- Or, any equivalent combination of education, experience and training.
- Must be at least twenty-one (21) years of age.
- First Aid/CPR/AED Certification is required within 60 days of hire date. If you are not already certified, training will be provided.
- Experience using cloud-based mapping software such as ArcGIS preferred.

Knowledge, Abilities and Skills Required:

- Basic knowledge of principles relating to landscaping, turf maintenance, irrigation repair, vehicle and equipment maintenance, and athletic field maintenance.
- Considerable knowledge of equipment, materials, and supplies used in grounds/park maintenance.
- Ability to read and interpret basic maps and blueprints.
- Basic knowledge of irrigation system repair and programming.
- Ability to work unsupervised.
- Aptitude to use a computer for e-mail and accessing the internet. Knowledge of Microsoft Office is a plus.
- Ability to apply good judgement and practical knowledge to resolve unusual or irregular problems in work assigned.
- Ability to communicate effectively within various settings, from one-on-one to group configurations.

- Must demonstrate strong leadership skills to supervise a diverse team of employees to successfully complete work assignments in a timely manner.
- Proficiency to read and write in English and organize effectively.
- Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers.
- Capacity to maintain self-control and composure in difficult situations

Physical Demands/Work Environment:

- The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- General work area is outdoors, in several environmental extremes, typical with working in the Midwest climate.
- Sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motion.
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, calculator, photocopier, and telephone.
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriately in person and in writing.
- Specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Frequently lift/or move up to 50 pounds and occasionally lift/or move, with assistance more than 80 pounds. Must be able to perform physical duties with little or no assistance.
- Have full range of body motion, including handling and lifting items and packages.
- Exposure to chemicals such as cleaning solutions, solvents, petroleum products, etc.

Pay: The salary range for this positions is \$47,694.40-\$79,518.40, with a hiring range of \$47,694.40-\$62,316.80.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.