

Approved November, 2012
Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA
PARK FOREPERSON
(615)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or equivalent; and
- Four (4) years of increasingly responsible maintenance and construction experience in at least three (3) of the following areas: landscaping, aquatic facilities, park facilities, playground apparatuses, masonry and concrete, sports courts and athletic fields, and/or lighting and electrical, at least two (2) years of which shall have been in a supervisory or lead capacity in three (3) of the disciplines mentioned above.

Desirable Qualifications:

- Possession of or ability to obtain Agricultural Pest Control Adviser Certificate
- International Society of Arboriculture Certified Arborist

LICENSES

- Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.
- Possession of California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C and F; is required at time of appointment and for duration of employment.
- Possession and maintenance of the following licenses and certificates is required prior to completion of the probationary period:
 - Playground Safety Inspector Certification; and
 - Certified Pool Operator and/or Aquatic Facility Operator designations.

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service responsible for supervising the maintenance of the City's parks and related facilities. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature in evaluating and reporting on the work efforts of employees; in recommending to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees, in weighing the economic impact of deploying or directing employees, or in adjusting employees' grievances.

TYPICAL DUTIES

Duties include, but are not limited to, the following:

Under general direction:

- Assigns, reviews, supervises and participates in the work of crews engaged in the construction, special event setup, maintenance and operation of park facilities, including installation and maintenance of horticultural materials

PARK FOREPERSON (Continued)

- Maintains park buildings, structures, and specialized equipment
- Uses, maintains, and repairs hand tools, power equipment, and vehicles
- Installs, modifies, maintains, and repairs irrigation systems
- Maintains, operates, and repairs swimming pools, including plumbing facilities, devices, and controls required to achieve balanced pool water chemistry
- Inspects work in progress to insure conformance with instructions; requests and assigns necessary supplies and materials
- Maintains time and material records, schedules, and reports using Microsoft Office Suite
- Trains and instructs staff in maintenance techniques and safety practices
- Supervises contractual services to meet job specifications, scope of work, and payment provisions
- Assists in budget preparation
- Develops scope of services for request for quotations (RFQ) or requests for proposal (RFP)
- Supervises, trains, evaluates, plans, and reports on the performance of assigned staff
- Performs related work as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principals of supervision and training
- Landscape park maintenance methods, procedures, and materials including athletic field layout and maintenance, planting and care of turf, shrubs, trees, and ground covers
- Special event planning, development, permitting, logistics, and evaluation
- Procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI)
- Equipment, tools, and safety practices and procedures used in park maintenance and repair work
- Methods, procedures, equipment, and materials used in swimming pool operation, maintenance, and repair
- Janitorial methods and procedures required for park building maintenance and operation

Ability to:

- Utilize supervisory techniques and methods of motivating staff to perform effectively and efficiently
- Plan, assign, supervise and review the work of maintenance staff
- Use a mobile device to read, respond, and input data for an automated work order management system
- Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite
- Read, interpret and work with blueprints and sketches; maintain work and operational records
- Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.
- Prepare written reports
- Coordinates work with Recreation Division
- Communicate effectively to establish and maintain cooperative working relationships with employees and the general public
- Effectively handle multiple priorities, organize workload and meet strict deadlines

- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties
- Lift and move static weight of 50 lbs.

SUPERVISION EXERCISED

Supervises Grounds Maintenance Workers and other assigned staff.

SUPERVISION RECEIVED

Works under the direction of a Park Construction, Maintenance and Repair Manager.

OTHER REQUIREMENTS

- May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.
- Must be able to perform all essential functions of the job assignment.

LEGEND:

Additions

~~Deletions~~

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Proposed May, 2018

CITY OF SANTA CLARA, CALIFORNIA

PARK FOREPERSON

(615)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or equivalent; and
- ~~Three (3)~~*Four (4)* years of increasingly responsible *maintenance and construction* experience *in at least three (3) of the following areas: landscaping, aquatic facilities, park facilities, playground apparatuses, masonry and concrete, sports courts and athletic fields, and/or lighting and electrical, at least two (2) years of which shall have been in a supervisory or lead capacity in three (3) of the disciplines mentioned above.* ~~involving the maintenance and construction of landscaping, swimming pools, and park facilities.~~

Desirable Qualifications:

- Possession of or ability to obtain Agricultural Pest Control Adviser Certificate
- ~~Certified Pool Operator~~
- ~~Certified Playground Safety Inspector~~*International Society of Arboriculture Certified Arborist*

LICENSES

- Possession of a valid California *Class C* ~~Driver's~~*driver's* license *is required at time of appointment and for duration of employment.*
- Possession of California Department of Food and Agriculture Qualified Applicator Certificate in Categories B, C and F; ~~and is required at time of appointment and for duration of employment.~~
- *Possession and maintenance of the following licenses and certificates is required prior to completion of the probationary period* ~~Within one year of appointment:~~
 - ~~possession of~~ Playground Safety Inspector Certification; *and*
 - *Certified Pool Operator and/or Aquatic Facility Operator designations.*

DISTINGUISHING CHARACTERISTICS

This is a management position in the classified service responsible for supervising the maintenance of the City's parks and related facilities. -An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature in evaluating and reporting on the work efforts of employees; in recommending to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees, in weighing the economic impact of deploying or directing employees, or in adjusting employees' grievances.

TYPICAL DUTIES

PARK FOREPERSON (Continued)

Duties include, but are not limited to, the following: ~~Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~

Under general direction:

- Assigns, reviews, supervises and participates in the work of crews engaged in the construction, *special event setup*, maintenance and operation of park facilities, including installation and maintenance of horticultural materials;
- Maintains park buildings, structures, and specialized equipment;
- Uses, maintains, and repairs hand tools, power equipment, and vehicles;
- Installs, modifies, maintains, and repairs irrigation systems;
- Maintains, operates, and repairs swimming pools, including plumbing facilities, devices, and controls required to achieve balanced pool water chemistry;
- Inspects work in progress to insure conformance with instructions; ~~requisitions~~ *requests* and assigns necessary supplies and materials;
- Maintains time and material records, schedules, and reports using Microsoft ~~Word and Excel~~ *Office Suite*;
- Trains and instructs ~~personnel~~ *staff* in maintenance techniques and safety practices;
- Supervises contractual services to meet job specifications, scope of work, and payment provisions;
- Assists in budget preparation
- *Develops scope of services for request for quotations (RFQ) or requests for proposal (RFP);*
- *Supervises, trains, Evaluates-evaluates, plans,* and reports on the performance of assigned ~~personnel~~ *staff*;
- ~~Assists in resolving employee grievances; and~~
- Performs related work as ~~required~~ *assigned*

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- *Principals of supervision and training*
- Landscape park maintenance methods, procedures, and materials including *athletic field layout and maintenance*, planting and care of turf, shrubs, trees, and ground covers;
- *Special event planning, development, permitting, logistics, and evaluation*
- *Procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI)*
- Equipment, tools, and safety practices and procedures used in park maintenance and repair work;
- Methods, procedures, equipment, and materials used in swimming pool operation, maintenance, and repair; ~~and~~
- Janitorial methods and procedures required for park building maintenance and operation.

Ability to:

- ~~Supervise subordinates utilizing~~ *Utilize* supervisory techniques and methods of motivating ~~staff subordinates~~ to perform effectively and efficiently;
- ~~plan~~ *Plan*, assign, supervise and review the work of maintenance ~~personnel; staff~~
- *Use a mobile device to read, respond, and input data for an automated work order management system*

- *Operate personal computers, and other standard office equipment; prepare reports using computer software, such as Microsoft Office Suite*
- ~~Follow oral and written instructions;~~
- Read, interpret and work with ~~plans~~ *blueprints* and sketches; maintain work and operational records;
- *Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.*
- Prepare *written* reports;
- Coordinates work with Recreation Division;
- Communicate effectively to establish and maintain cooperative working relationships with employees and the general public; ~~and~~
- *Effectively handle multiple priorities, organize workload and meet strict deadlines*
- *Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties*
- Lift and move static weight of 50 lbs.

SUPERVISION EXERCISED

Supervises Grounds Maintenance Workers and other assigned ~~personnel~~ *staff*.

SUPERVISION RECEIVED

Works under the direction of a Park ~~Supervisor~~ *Construction, Maintenance and Repair Manager*.

~~SPECIAL CONDITIONS~~ *OTHER REQUIREMENTS*

- May be required to work unusual hours in shift assignments, in emergency situations, and to be on an "on-call" basis as assigned.
- *Must be able to perform all essential functions of the job assignment.*



Date: April 27, 2018

To: Director of Human Resources

From: Director of Parks & Recreation

Subject: Approve Job Description for Park Foreperson as Modified

The Parks & Recreation Department requests approval of the job description for the Park Foreperson position as modified.

The Department in collaboration with the Human Resources Department completed a Job Analysis Questionnaire (JAQ) process that resulted in the modification of the job description to accurately reflect the current and future needs of the Parks & Recreation Department in serving the residents of Santa Clara.

Changes to the job description include:

- The possession of California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in Categories B, C and F; is required at time of appointment and for duration of employment;
- The ability to use a mobile device to read, respond, and input data for an automated work order management system;
- Knowledge and ability for special event planning, development, permitting, logistics, and evaluation;
- Knowledge of procurement procedures including evaluating purchasing decisions, requests for quotations (RFQ), requests for proposals (RFP), and requests for information (RFI); and among others,
- Ability to read, review, and edit park plans, documents and specifications using a computer aided design (CAD) program and/or other software.

The above certifications, knowledge, skills and abilities are necessary for the position of Park Foreperson in Santa Clara.

Let me know if there are any questions or additional information is needed.