

Job Notice – Park Foreman

Town of Parma

Code No: OC-616004

Starting Pay Range: \$19.50/hr. (\$40,560.00/yr.) - \$22.30/hr. (\$46,383.00/yr.)

Non-Competitive

Starting Date: March, 2019

Qualifications: Graduation from high school or possession of a high school equivalency diploma, PLUS: Four (4) years of paid full-time or its part-time equivalent experience in building or grounds maintenance; OR, Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Forestry, Landscaping, Environmental Science or a closely related field, plus two (2) years of paid full-time or its part-time equivalent experience in building or grounds maintenance; OR, Any equivalent combination of training and experience as defined by the limits above.

Job Description: The position of Park Foreman, under the direct supervision of the Parks and Recreation Director is a supervisory position involving responsibility for work crews assigned to park security, maintenance, construction and development activities in town parks. General supervision is received from the Director of Parks or other administrators. Incumbents must work outdoors in all kinds of weather conditions and may be required to be on twenty-four (24) hour call, seven (7) days per week. Does related work as required and requested. Candidates should possess a good knowledge of the practices and equipment involved in the maintenance, construction, development and repair of park facilities, grounds and equipment; good knowledge of grounds maintenance in park and recreation areas; working knowledge of inventory and records maintenance; ability to effectively deal with the public; ability to establish good working relationships with others; ability to do manual labor; ability to plan, supervise and review the work of a crew; ability to communicate both orally and in writing; ability to monitor a budget; ability to review the work of contractors; reliability; initiative; endurance; physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

- Directs and participates in the repair and preventative maintenance of park facilities, equipment and tools;
- Maintains an inventory of supplies, vehicles and tools and requisitions materials when needed;
- Directs and participates in the preparation and maintenance of activity areas such as playgrounds, ice skating rinks, tennis courts, picnic areas and athletic fields;
- Supervises and participates in cleaning of ditches, culverts and basins, snow removal and the set up and storage of picnic equipment;
- Supervises grounds maintenance including mowing, trimming brush and trees and securing park signs and guide posts;
- Oversees development and maintenance work by outside contractors;
- Monitors budget and makes recommendations;
- Maintains records of work performed.

Requirements: The successful candidate must meet the qualifications listed above.
The candidate must possess or be willing to obtain NYS Pesticide Application License.
The candidate must be willing to attend/obtain any requested trainings/certifications.

Work Hours: Full Time, 40 hours per week, regular hours Monday-Friday, 7:00 a.m.-3:30 p.m. with flexible hours as requested.

The Town of Parma is an Equal Opportunity Employer

Please send a Monroe County Employment Application, cover letter and resume postmarked by Friday, February 22nd to:

Parma Town Clerk's Office
1300 Hilton Parma Corners Road
P.O. Box 728
Hilton, NY 14468