CITY OF WILTON MANORS

POSITION TITLE: Foreman FLSA STATUS: Non exempt

GENERAL DESCRIPTION OF DUTIES

Oversee and participate in the work of park and facilities maintenance crews engaged in irrigation, turf maintenance, planting and cultivating of trees, flowers, etc., and the custodial maintenance of city buildings, grounds and equipment. Scheduling of work crews for regular maintenance duties and special events. Incumbent is expected to ensure completion of assignments through initiative and judgment. Work is subject to review by supervisor through inspections or repots. Work involves public contact which requires exercising tact and restraint. Oversee contractors engaged in landscape, facility, HVAC, pesticide, and related grounds and facilities maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIES

Supervise and schedule staff engaged in landscape, tree and shrub and facilities maintenance activities. Maintain time and materials records. Prepare written reports as instructed and provide mentoring and leadership to members of maintenance crews.

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participate in the care, maintenance, and repair of park buildings, grounds and equipment.
- Mix and work with cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions using normal and specialized protective equipment
- Demonstrate effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Monitor and practice safety procedures, insuring safety conditions, equipment and procedures for assigned personnel.
- Care of tools and skill in the operation of parks equipment such as mower, rototiller, pump, loaders, backhoe, brush truck, stump grinds, chain saws and any and all equipment necessary to complete assignments.
- Knowledge of application and use of herbicides, insecticides and fertilizers
- Knowledge of City and County Codes and Ordinances concerning trees and other vegetation.
- Knowledge of custodial materials and the application of those materials for cleaning of facilities and mechanical equipment.
- Ability to work in variety of weather conditions with exposure to the elements.
- Understand and carry out oral and written instructions and produce written documents using proper grammar, construction and punctuation.
- Move heavy objects (50 pounds or more) short distances (less than 20 feet).
- Perform additional tasks as instructed.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of training and experience, which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

• Five years of experience in turf maintenance, garden care, herbicides and insecticides, custodial maintenance or related experience. Relative certifications and government experience preferred.

Wilton Manors is an *Equal Opportunity Employer*. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Foreman

I have read and understand this position descript this job, with or without reasonable accommodation	ion and hereby certify that I am qualified to perforn on.
Name (Print)	_
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Employee Signature	
Date	-