

## Parks Foreman I (Crew Leader)

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### **DEFINITION**

This classification is found only within the Parks and Recreation Department. Employees in this classification provide supervision and hand-on leadership at the field level to deliver approved work plans. Employees also demonstrate commitment to teamwork by encouraging consultation and participation in decision making related to the day-to-day operation of their crews.

Employees of this classification instruct, lead, participate and facilitate the work of Parks and Recreation field crews performing a wide variety of unskilled and semi-skilled manual duties.

Carries out the work plan according to approved work standards and schedules. Must be able to demonstrate effective written, verbal and technical skills for team development, customer service and effective delivery of approved services.

Work is inspected for adherence to specified quality standards and expectations.

### **TYPICAL DUTIES\***

Supervision, hands-on leadership and/or participation in work performed by department work crews performing routine duties including:

- Turf mowing, maintenance, repair, herbiciding and fertilizing for department inventory and other customers;
- Grounds and exhibit (indoor and outdoor) maintenance at all department facilities;
- Set ski trails and groom, repair and maintain them;
- Golf course grounds maintenance, with specific focus on needs associated with specialized golf course maintenance practices (i.e. greens, tee boxes and fairways);
- Cemetery interments, monument installations and other grounds maintenance/repair activities;
- Snow removal for public access to parks and facilities, sidewalks, parking lots, park roadways and pedestrian systems;
- Zoological and natural exhibit repair, upgrade and retrofit;
- Horticulture: tree and shrub planting and care;
- Silviculture: nursery operation, plant propagation and care;
- Pest control for weeds, mosquitoes, tree pests, other insects and small mammals;
- Parks and zoological building operations that include building/room set-ups, washroom sanitation, facility cleanliness, and facility openings/closings. Deal with on-site customer/facility user needs;
- Playground maintenance and infrastructure/equipment repair and maintenance;
- Sports field marking, maintenance and fixture repair;
- Park furniture and fixtures maintenance and repair (i.e. park benches, garbage receptacles, picnic tables, fencing, bollards and signage, etc.);

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Parks construction: grading, levelling and seeding of new park and exhibit sites, building and installation of park furniture and playground equipment;

Monitor contractors and hired equipment who are engaged in related activities;

Inspect, maintain and repair parks traffic system, roads, trails, pedestrian systems, walkways and parking lots;

Establish, maintain and repair ice for indoor arenas and out facilities/programs;

Inspect and approve work completed by crews and/or contractors within approved work plans;

Maintains effective working relationship with the public, city departments and outside organizations in order to deal with on-site customer needs and park/facility operation and maintenance requirements;

Provides input to annual budget process, monthly budget variance reporting processes.

Prepares and tracks requisitions and purchases for site maintenance and exhibit maintenance requirements;

Authorizes minor expenditures;

Assists in the analysis and interpretation of management and financial data and reports;

Makes day-to-day decisions relating to work crews which could include: monitoring and evaluating attendance and performance of crew members, identifying discipline issues and application of the collective agreement, equipment and material use;

Transportation services;

Performs other related administrative tasks and duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of transportation of dangerous goods and truck routes (where applicable).

Knowledge of city/department policies/procedures/standards and relevant legislation (i.e. WHIMIS).

Ability to ensure parks management operations are followed and applied in the area of specialization.

Ability to lead and develop effective work crews.

Ability to solve problems and make independent decisions.

Extensive knowledge of methods, materials, tools and equipment used in Parks and Recreation operations and construction.

Knowledge and ability to operate equipment and tools used in assigned areas. . (Specific equipment in JEQs – could include mowers, rototiller, sprayers, front-end loaders, light trucks, water trucks, 3-ton dump trucks and a wide variety of hand operated tools, etc.)

Ability to communicate and deal effectively with the public, civic departments and outside organizations.

Ability to implement annual work plan.

Ability to train and educate crew members in assigned functional areas.

Ability to assist in the management of financial resources.

Ability to inspect and approve work completed by crews and/or contractors.

Knowledge of heavy equipment operation.

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## **TRAINING AND EXPERIENCE REQUIREMENTS**

### Job Level

Two (2) year diploma program in a related field. Other educational equivalencies may be considered. Three (3) years' experience in parks construction, maintenance, parks operation, facility and zoological operations and heavy equipment.

Demonstrated supervisory skills and ability.

Class 5 Motor Vehicle License (air brake course where applicable).

Emergency First-Aid certificate.

Pesticide Applicators license (where applicable).

Foremanship training – completion of the City of Edmonton Foremanship Training Level I. Must complete Level II within one year of appointment.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0183			
Last Updated:	1996-04			
Previous Updates:				
Originated:	1996-01			