



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Landscape Foreman (entry level position, non-managerial)
- II. **Organization Unit:** Landscape Division
- III. **General Summary:** Landscape Foreman is under direct supervision of the Landscape Manager and/or other management staff as assigned by Director. The Landscape Supervisor will be required to complete various operational and programming tasks, special event assignments, and landscape / maintenance duties for Downtown Maintenance District and other areas assigned by Director.
- IV. **Qualifications:** High school diploma (preferred); 2-4 years college experience (preferred); team player and positive attitude, basic computer skills, good written and oral communication skills, willingness to learn, experience with and knowledge of mowers/landscaping equipment and sports turf (preferred). WCPRD is an equal opportunity employer.
- V. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee agrees to wage negotiated at time of hire and understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and adhere to policies of WCPRD.
- VI. **Employee Classification:** Non-Exempt
- VII. **Essential Job Functions:**
1. Assist Landscape Manager in various daily, weekly, and monthly routine (and preventative) job assignments.
 2. Assist in all landscaping, pruning, planting, trimming, mulching, irrigating, blowing, mowing, weed maintenance, and other ground maintenance operations including trees and shrubs in the Downtown Maintenance District areas of responsibility and assigned areas of WCPRD regional parks.
 3. Use various pieces of equipment effectively (including mowing, trimming, chainsaw operation, sod cutting, dirt excavation, ball field maintenance, SandPro, sanders, UTV, various hand tools).
 4. Knowledge and operation of pulling and backing up trailers.
 5. Knowledge of an able to perform routine maintenance on engines, filters, lubrication of chassis.
 6. Daily custodial/grounds duties including cleaning of restrooms, mopping floors, trash maintenance, and parking lot/walkway.
 7. Clean equipment/machinery on daily basis.
 8. Report any issues to management staff (vandalism, broken equipment, etc.).
 9. Assist with all playground maintenance, mulching, inspections, etc.
 10. Paint and perform minor fence repairs (as needed).
 11. Operate and maintain snow removal equipment (snowplows, blowers) during inclement winter weather events.
 12. Attend all mandatory meetings and complete all assigned training.
 13. Assist Landscape Manager with inventory of equipment.
 14. Check and complete daily work assignments on current work order system and/or visual display boards.
 15. Abide by all posted work schedules and conform with all required scheduling rules and policies.
 16. Work effectively as a team with fellow employees to ensure a positive work environment is maintained.
 17. Complete all tasks and job assignments as requested by administrative or management staff.
 18. Work at an assigned gym location to supervise programs/activities at various times throughout the year, if needed.
 19. Work with ice rink operations throughout winter months as requested by administrative/management staff.
 20. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 21. Complete any other duties as assigned by the Landscape Manager or Director of WCPRD.
 22. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- VIII. **Special Work Conditions:** Indoor/outdoor work; weekend/night work required. Transport and direct supervision of inmates is required.
- IX. **Verification of Understanding Position:**
By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date