



JOB DESCRIPTION

<i>Title</i>	Parks Foreman		
<i>Department</i>	Public Works	<i>Job Class</i>	M 1
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Non-Exempt
<i>Created</i>	March 2004	<i>Revised</i>	Feb 2022
		<i>Reviewed</i>	July 2022

Purpose

Responsible for the day-to-day operation of county park facilities. Assists the Natural Resources Manager with park administration duties and assists with the design and implementation of county park-specific construction and improvement projects.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- As lead worker, perform or assign to subordinate staff, park lands and/or park facilities maintenance tasks including: landscaping, cleaning day-use facilities, maintaining trails and park roadways.
- Perform basic plumbing tasks in restroom facilities to ensure toilets, urinals, floor drains, and sewer lines are functioning properly.
- Perform, or assign to subordinate staff, minor facility and utility system repair projects such as paint/stain park buildings and structures, replace and repair associated hardware and glass fixtures
- Operate, maintain, and repair a variety of tools and equipment such as power and hand tools, park vehicles, chippers, mowers, bridge and bucket trucks, and tractors.
- Perform visitor assistance/information services by providing accurate information about park area rules, procedures, regulations and attractions. Serve as first responder to visitors' and visitor-related emergencies.
- Assist Natural Resources Manager in the development of recommendations for general and park-specific regulations and ordinances.
- Perform park-related procurement functions in accordance with county procurement policies and guidelines such as: collection of park fees, purchasing required supplies, and payment of vendors and contractors.
- Assist Natural Resources Manager in writing and applying for project grants through various agencies. Assist in the completion of required reports as assigned.



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- Perform, and assist the Natural Resources Manager with, supervisory duties including: employee hiring, disciplinary decisions, training, and evaluating the performance of subordinate staff.

Mandatory Qualifications

Education and Experience:

High School diploma or GED. Must possess or be able to obtain an Oregon Class I driver's license at time of hire. Minimum of two years' experience in park operations, park maintenance or facilities maintenance, or previous experience as a park ranger.

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of park facility maintenance, as well as federal, state and local rules and regulations pertaining to park safety, management, and development. Knowledge of working in a marine/water area, including all associated safety procedures for working near or above water. Able to effectively relate to the general public in both stressful and non-stressful situations, to develop and maintain partnerships with federal, state, local, and private recreation organizations, and to perform all duties in an alert manner with safety of park visitors and co-workers as the primary concern. Demonstrated ability to understand and carry out instructions promptly, speak and write effectively, record information clearly and concisely, perform simple mathematical calculations and draw simple diagrams.

Desired Qualifications

Training and experience in heavy equipment operations, grounds landscape maintenance, and recreation management. Certification in first-aid, CPR and flagging. Experience in administering service and construction contracts, and grant writing, and submitting required grant reports.

Physical Demands

Duties consist of physically demanding manual work on a regular basis that typically requires moving materials up to 60 pounds. Infrequently requires moving 60 to 100 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Requires working a varying schedule including weekends and holidays. Frequently works outdoors in all weather conditions and in rough and uneven terrain. Involves exposure to herbicides, machine oils, lubricants, drug paraphernalia, watercraft, and



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fecal contamination. Approximately 10% of work is done in a typical working office environment.

Supervisory Received and Exercised

Works under the direct supervision of the Natural Resources Manager. Directly supervises park rangers, park host, volunteers, AIC (adult in custody) and juvenile work crews, as well as student groups.