

## DOWNTOWN AREA MAINTENANCE FOREMAN

**DEPARTMENT** : **LEISURE SERVICES**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **MUNICIPAL EMPLOYEES LOCAL #177**

### GENERAL STATEMENT OF DUTIES

Working foreman responsible for the maintenance operations of the landscape and hardscape for the Waterloo River Renaissance area, downtown parks and public places. Under the general direction of the Golf Manager, but often working independently and with minimum supervision, supervises temporary seasonal and regular employees.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Responsible for daily maintenance operations and productivity of maintenance employees including receiving and transmitting assignments, organizing projects, ensuring job completion and making required reports.
2. Operates and maintains specialized turf equipment and irrigation system.
3. Applies pesticides, insecticides and other chemicals in the care of landscape turf and vegetation.
4. Diagnoses and treats turf insect and disease problems.
5. Adjusts and repairs equipment, operates string trimmers, blower/vacs and sweepers.
6. Rakes turf, sweeps walks and bike trails, picks up litter and trash.
7. Operates turf maintenance equipment either riding or on foot.
8. Performs landscape and hardscape maintenance on uneven ground and while public is present.
9. Works in trenches to perform irrigation system repairs; confined space entry when working in water pits and manholes for irrigation system.
10. Shovels and plows snow; operates sweeper/vacuums and garbage trucks for litter collection.
11. Participates in department preventive maintenance program for vehicles and equipment.
12. Responds to questions from the public concerning downtown area maintenance.
13. Directs the work activities of temporary seasonal and regular employees as assigned.
14. Prepares written records and reports.
15. Works independently and with others with minimum supervision.
16. Attends work regularly at the designated place and time. May be assigned to evening and weekend work.
17. Works outdoors in all weather conditions; works near moving vehicles and equipment; operates equipment and tools that cause vibration; exposed to pesticides, insecticides and other chemicals; noise level is often loud.

18. Workload varies and may be repetitive.
19. Performs all work duties and activities in accordance with City policies, procedures, and OSHA, City and Leisure Services safety rules and regulations.
20. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Knowledge of and ability to diagnose and treat turf insect and disease problems.
2. Thorough knowledge of the techniques and principles of turf and landscape management and maintenance.
3. Thorough knowledge of installation and maintenance of irrigation systems, including plumbing and electrical work.
4. Knowledge of occupational hazards and safety procedures of turf and landscape maintenance work.
5. Ability to operate turf maintenance equipment such as riding mower, tractor, loader, chemical sprayer and other specialized turf equipment for four to six hours at a time.
6. Ability to instruct, train and supervise regular and temporary seasonal employees.
7. Ability to express ideas orally and in writing.
8. Ability to understand chemical hazard labels and keep chemical application records.
9. Ability to exercise independent judgment in completion of assigned projects.
10. Ability to observe and enforce appropriate safety precautions.
11. Ability to respond to questions and comments from members of the public tactfully and politely.

12. Ability to work independently with minimum supervision.
13. Ability to communicate effectively and maintain working relationships with coworkers, supervisors, elected officials and the public.
14. Ability to work with people from a broad variety of social, economic, racial, ethnic, cultural and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree from an accredited college or university with major course work in turf management, horticulture or a closely related field with minimum two years supervisory experience in turf management  

**OR**

graduation from a two-year horticulture program with minimum four years supervisory experience in turf management  

**OR**

high school graduation/G.E.D. with minimum six years supervisory experience in turf and landscape management  

**OR**

any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
2. Iowa Class A or B Commercial Driver's License by employment date and good driving record based on City of Waterloo insurability criteria. Four or more moving violations within the previous three years, three or more moving violations within the previous one year, or loss of license or conviction for DWI, reckless driving or other major moving violation within the previous five years will automatically eliminate candidate from consideration. Loss of license or conviction for DWI, reckless driving or other major moving violation after employment will result in layoff, unpaid leave of absence and/or disciplinary action up to and including termination depending on insurability. Four

or more citations for moving violations within a three-year period or three or more citations for moving violations within a one-year period will be reviewed on a case-by-case basis and continued employment will depend on insurability. Two or more at-fault accidents within a three-year period while driving a City vehicle may result in disciplinary action up to and including termination.

3. Obtain and maintain an Iowa Pesticide Applicator's License within four month probation. Failure to obtain and maintain this license may result in disciplinary action up to and including termination.

### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient strength and flexibility to perform assigned tasks.
2. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers and members of the public.
3. Sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions; sufficient color vision to observe and diagnose turf diseases; dexterity to safely operate powered and manual tools and equipment; sufficient hearing to understand verbal instructions, respond to questions from the public and diagnose equipment malfunctions.

4. Sufficient personal mobility that permits the employee to operate a variety of motorized and manual park maintenance equipment safely in all types of weather.

### **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses, hearing protection, gloves, protective clothing and respirator.
2. Must submit to Department of Transportation requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.
3. Must submit to Civil Service examination procedures including a panel interview.

### **WORK SCHEDULE**

Work schedule is based on an 8-hour day/40 hour week. Actual shift start time and days worked may vary depending on event schedule and season. Work schedule may occasionally include weekends, evenings or holidays. Half-hour unpaid lunch break. Minimal overtime.

**DOWNTOWN AREA MAINTENANCE FOREMAN OPEN  
DESCRIPTION 06 November 2006**