

VINTON PARKS AND RECREATION DEPARTMENT

Job Description | Assistant Parks Foreman | Full-Time | Hourly



Nature of Work

Under the general supervision of the Director of Parks & Recreation and the Parks Foreman, the Assistant Parks Foreman performs supervisory and hands-on work in the operation and maintenance of community parks and recreation facilities including eight parks, splash pad, pool, skating rink, recreation center, playgrounds, and athletic fields. Work includes opening and cleaning the Recreation Center in the morning, supervising seasonal and part-time attendants, operating and maintaining equipment and vehicles, groundskeeping, snow removal, and assisting with special events and improvement projects.

Minimum Qualifications

High school diploma or GED.

- Two years' experience in a related field preferred.
- Must possess a valid Iowa driver's license and meet the requirements of the City's motor vehicle policy.
- Must be available to work evenings, weekends, holidays, and overtime as required.

Example of Duties

- Opens the Recreation Center in the morning and performs routine cleaning and readiness tasks.
- Supervises, schedules, and directs seasonal and part-time park attendants.
- Ensures parks, playgrounds, shelters, splash pads, skating rink, pool, and rental facilities are staffed, maintained, and prepared for use.
- Operates and oversees safe use of equipment including tractors, dump trucks, mowers, weed eaters, blowers, trimmers, and chainsaws.
- Provides guidance to attendants on daily duties, safe work habits, and equipment operation.
- Performs groundskeeping and upkeep of athletic fields, playgrounds, shelters, trails, and general park areas.
- Uses chainsaws and related equipment for trimming, clearing, or removing trees and brush.
- Monitors conditions of parks and facilities; performs or reports minor repairs to the Park Foreman.
- Transports materials, equipment, and staff between park and recreation sites using trucks, trailers, or other vehicles.
- Assists with setup and staffing of special events and community recreation programs.
- Performs snow removal using tractors, trucks, snow blowers, and hand tools.
- Responds to emergencies or immediate facility needs during operating hours.
- Performs other duties as assigned.

Skills and Abilities

- Working knowledge of park operations, ground maintenance, and custodial practices.
- Proficiency in safe operation of hand tools, power equipment, and vehicles including tractors, dump trucks, mowers, weed eaters, blowers, trimmers, and chainsaws.
- Ability to supervise, schedule, and direct part-time and seasonal staff.
- Ability to recognize maintenance and safety concerns and take corrective action.
- Ability to carry out morning opening and cleaning routines for the Recreation Center.
- Ability to follow written and oral instructions and relay them effectively to others.
- Ability to communicate effectively both orally and in writing.
- Dependability, courtesy, and sound judgment.

Special Requirements

- Must be available to work evenings, weekends, holidays, and overtime as required.
- May require use of personal protective equipment (steel-toed shoes, safety glasses, gloves, etc.).
- This position may be designated as safety-sensitive and subject to drug testing.

Tools and Equipment Used

Examples of equipment utilized on the job include but are not limited to tractors, dump trucks, zero-turn mowers, weed eaters, blowers, chainsaws, snow removal vehicles and tools, UTVs, trailers, and standard hand tools.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing duties, the employee is regularly required to stand, walk, sit, bend, stoop, kneel, and climb.
- The employee must frequently lift and/or move up to 50 pounds independently and occasionally heavier objects with assistance.
- The employee must operate tools and equipment requiring manual dexterity and mechanical aptitude.
- Work may require exposure to extreme heat (90+ degrees), cold (below 30 degrees), inclement weather, and outdoor conditions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed both indoors and outdoors.
- The employee may be exposed to wet or humid conditions, fumes, chemicals, moving mechanical parts, and moderate noise when operating equipment in the field.
- The noise level is usually quiet while in the office or Recreation Center, and moderately noisy in the field.

Statement

This job description is not intended to be a complete statement of every task and responsibility. It contains the major duties performed by an individual in this role but may require the employee to assist with other tasks as necessary.

VINTON PARKS AND RECREATION DEPARTMENT

Compensation Package | Assistant Parks Foreman | Full-Time | Hourly



Proposed Compensation Package

Hourly Rate

- Range: \$19.23 – \$24.04 per hour (approximately \$40,000-\$50,000 yearly)
- Starting hourly rate will be based on education, experience, or a combination of both

Benefits

- Health insurance
 - Dental insurance
 - I.P.E.R.S. State Retirement
 - Paid holidays, 2 personal holidays, and paid vacation
-