



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **PARKS FOREMAN**  
Grade: 13

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

This position maintains park building, grounds and other structures, activities may include the mowing, string trimming, edging, and pest and weed control to meet the demands of county codes, naturalists and Master Gardener's requirements; Supervises other County employees and work release individuals; Participates in supervising scheduled preventative maintenance programs for equipment used for projects or services. Trains, motivates and evaluates subordinate personnel; provides or coordinates employee training; and evaluates employee performance. Monitors use of appropriate supplies, tools, and equipment and assists in purchasing recommendations. Participates in the development of policies and procedures; and monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures. Performs skilled grounds maintenance task utilizing specialized machines and tools; set irrigation timers; and repairs and maintains sprinkler heads as needed. Assists with maintaining building systems and works with vendors and contractors.

### **EXAMPLES OF WORK PERFORMED**

Supervises mowing, edging and string trimming

Maintains flower beds, shrubs and trees

Maintains soccer fields and baseball field

Performs routine maintenance of all equipment

Orders parts and materials

Applies pesticides (e.g. ants) and fertilizers

Works with partnership agencies on special projects

Maintains building systems

Performs all other related duties

### **EDUCATION AND EXPERIENCE**

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Associate's Degree in Maintenance and repair technical courses required  
Seven (7) years' experience in large commercial mowing, edging and string trimming

Minimum of two (2) years supervisory experience required

Seven (7) years' experience maintaining building systems

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Requires CDL Class "B" Driver's License and pesticide outdoor license or the ability to obtain licenses within 90 days of employment

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

A good working knowledge of mowers, string trimmers, edger's, blowers, chain saws and all related tools of the trade

Knowledge of maintaining building systems

Ability to work with vendors and contractors

Knowledge of building and structure minor repairs

### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations