

VACANT POSITION
DEPARTMENT: PARKS AND PUBLIC GROUNDS
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

JOB TITLE: Parks Construction Foreman (Position #2525)
SALARY: Pay Grade 16
Provisions of Personnel Ordinance for promotion, demotion, transfer
WORK SCHEDULE: 6:30 a.m. - 2:30 p.m., M-F; some overtime and weekend work required.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED required with vocational/technical school training in construction; and a minimum of three to five years practical experience in construction trades and supervision (or similar); or any equivalent combination of training, education, and experience which provides the requisite knowledge, skills, and abilities for this position. Must become a certified Correctional Officer before the end of the probationary period. Must possess and maintain a valid Georgia CDL class B driver's license with a passenger endorsement. Must obtain a Georgia Pesticide Applicators License before the end of the probationary period. Must be able to use a computer to access internet, email and appropriate software.

GENERAL STATEMENT OF DUTIES: Under limited supervision, directs and supervises work crews composed of inmate labor. Acts as a lead worker by assigning work and delegating specific activities and assignments. Responsible for reviewing work and ensuring completion and accuracy. Reports to the Parks Maintenance Coordinator.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of light and heavy equipment, machines and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to two hundred pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

Supervises, directs and evaluates inmate labor, handling concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations.

Acts as a lead worker when necessary, by delegating work, answering questions, and reviewing completed work.

Plans, organizes, and directs the activities of assigned personnel and equipment for work projects when required.

Confers with utility company representatives, when necessary, regarding existing placement of buried cables, pipes, and lines prior to parks maintenance construction.

Plans and executes administrative and technical decisions and assigned responsibilities.

Plans, ordering materials and designing projects.

Maintains records and logs on a daily basis which includes personnel and equipment utilization.

Maintains plans, "as-built plans" and project specifications on computer.

Utilizes computer to maintain work orders, completed work orders, including department reservation system to assist in project planning.

Ensures the completion of work projects and assignments, checking for errors and confirming adherence to specific County work-related safety procedures and policies.

Assumes complete responsibility for inmates while on job site.

Communicates with the Parks Maintenance Coordinator and Superintendent of Parks Maintenance and provides a daily update of departmental activities and status of certain projects.

Maintains an increased level of knowledge regarding construction techniques and practices to be better able to provide basic training and instructions to inmates when needed; may evaluate performance and training needs of same.

Operates various pieces of heavy equipment and machines, and light construction machinery which may include backhoe, loader, tractor, table saw, pick-ax, compactor, etc.

Repairs circuits and electronics related to scoreboards, irrigation controls, pumping systems and other computerized parks systems.

Performs minor maintenance of HVAC systems, including minor diagnostics and repairs.

Oversees, coordinates and performs construction projects involving carpentry, block laying, painting, plumbing, electrical wiring systems, HVAC systems, etc.

Performs building maintenance and construction projects involving carpentry, block laying, painting, plumbing, electrical wiring systems, HVAC systems, etc. including ice machines and related equipment.

Operates various equipment and tools associated with the construction trades.

Prepares County athletic fields for play when needed.

Applies appropriate fertilizers, herbicides, and pesticides and maintains a log of said applications.

Supervises inmate detail during County-wide special events and recreation programming.

May perform pavilion/facility rental setup and clean up on weeknights and weekends.

May be subject to being called back to work after scheduled work hours.

Maintains vehicles, heavy/light equipment, and tools operated or utilized within the department, maintains records of equipment preventive maintenance.

Constructs playground systems and site amenities.

Installs, maintains and monitors erosion control measures and requirements.

Performs grounds maintenance duties and janitorial duties when needed.

ADDITIONAL JOB FUNCTIONS

Installs and maintains irrigation systems.

Performs playground, skate park and equipment safety inspections.

July 1, 2022

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