



PARKS, RECREATION, AND OPEN SPACE FOREMAN

FLSA STATUS: Exempt
REPORTS TO: Parks, Recreation, and Open Space Manager
DEPARTMENT: Public Works

Introduction to the City and Department:

Join the City of Castle Pines, a community dedicated to sustainable growth and proactive planning. The Public Works Department plays a crucial role in maintaining and enhancing the City's infrastructure, including its parks, recreation areas, and open spaces. The department is committed to preserving the natural beauty of Castle Pines while implementing innovative and sustainable practices in the planning, maintenance, and improvement of these areas.

Team Environment:

The Parks, Recreation, and Open Space Foreman works collaboratively within the Public Works Department. This role involves interaction with various City departments, contractors, and community stakeholders. Emphasizing teamwork, communication, and a shared commitment to maintaining high standards, the Foreman supports the Parks, Recreation, and Open Space Manager.

General Purpose:

This position is responsible for planning, scheduling, coordinating, and supervising the crews or contractors performing landscaping, turf maintenance, tree maintenance, and repairing projects of City-owned parks, open space, and trails. This includes ensuring that maintenance and improvement projects are completed efficiently and effectively, adhering to the City's strategic plans and regulatory requirements.

Key Responsibilities:

The list below illustrates the position's responsibilities and is not all-encompassing. The City may change these duties at any time.

- Oversee the daily maintenance of open space, parks, trails, and facilities within the City's boundaries, including landscape construction and maintenance.
- Direct the installation of various plant materials, including turf and turf alternatives.
- Manage all materials and equipment, irrigation systems, athletic fields, erosion control, weed abatement, stormwater management, and the installation and repair of trails.
- Develop alternatives to traditional landscaping, including waterwise systems focusing on water conservation.
- Inspect contract maintenance sites, issue written and oral instructions, assign duties, and examine work for exactness, neatness, and conformance with contractual requirements and District regulations.
- Assure that assigned areas of responsibility are performed within budget, perform cost control activities, monitor revenues and expenses in the assigned area to assure sound fiscal control, prepare annual budget requests, and assure effective and efficient use of budgeted funds,

personnel, materials, facilities, and time.

- Oversee and make recommendations on seeding, fertilizing, top dressing, soil conditioning, watering, pest control, and weed control for all parks and open spaces.
- Oversee the mowing and maintenance of the park and open space areas.
- Oversee the snow removal of all trails within the City's trail system.
- Provide consultation and technical assistance on the residential and commercial landscape, irrigation, and conservation methods.
- Maintain a positive working relationship with the Castle Pines North Metro District and Douglas County officials regarding City issues.
- Respond to and solve customer inquiries and complaints.
- May serve as project manager for assigned parks and open space capital projects.
- Supervise parks and open space contractors or employees.
- Serve as the emergency on-call contact for a minimum of two weeks per month

Other Duties and Responsibilities:

- Attend preconstruction meetings; build relationships with developers, consultants, contractors, citizens, HOAs, property managers, and community groups.
- Respond to complaints.
- Provide staff support to the Public Works department.
- Prepare and present staff reports at City Council meetings, as assigned.
- Attend and participate in professional group meetings.
- Stay abreast of new trends and innovations in the field of parks and open space administration.
- Prepare reports, analyses, and recommendations for parks and open space projects.
- Perform other duties as may be assigned.

Skill Requirements:

- Knowledge of park and irrigation plans, grading plans, construction document terminology, construction specifications, park facilities, and long-term maintenance of other green infrastructure.
- Knowledge of the principles and practices of operating parks and open space maintenance programs, including capital project design and project management, engineering design standards, surveying, construction inspection and coordination, environmental concerns, outreach and education, rates and fees budgeting, and customer service.
- Knowledge of local, state, and federal parks and open space regulatory requirements.
- Basic knowledge of GIS and/or other mapping software.
- Strong project management and organizational skills.
- Strong mathematical skills to perform calculations and estimations.
- Strong computer skills, including Microsoft Office and Bluebeam software.
- Conflict resolution and problem-solving skills.
- Skilled in construction safety and adherence to construction safety standards.
- Ability to assist others in understanding and meeting established standards.
- Ability to communicate verbally and in writing with construction and maintenance professionals, coworkers, and the public.
- Ability to acquire and apply new skills to projects and work assignments.
- Ability to use independent judgment and discretion to make decisions in the City's best interest.

- Ability to efficiently organize workload according to priorities based on limited time and resources.
- Ability to develop and maintain a computerized work order system.
- Ability to deal professionally with concerned citizens, developers, and contractors.

Supervision Received:

Works under the general supervision of the Parks, Recreation, and Open-Space Manager.

Supervision Exercised:

Supervises contractors performing maintenance and repair projects for City-owned parks, open spaces, and trails.

Education Background and Experience:

- High school diploma or equivalent. Associate degree or bachelor’s degree in horticulture, forestry, dendrology, or related field preferred.
- At least 5 years of progressively responsible landscaping, grounds maintenance, and urban forestry management experience, including at least five years of supervisory experience, and at least three years of experience in water conservation.
- An equivalent combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certifications:

- A valid Colorado driver’s license is required within a reasonable amount of time from the hire date.

Physical Demands And Work Environment:

The physical demands described here represent 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 of this position.

Physical Demands

- Standing and Walking: Frequent standing and walking are required to perform maintenance inspections, oversee projects, and interact with staff and contractors.
- Sitting: Occasional sitting is required for administrative tasks, including planning, reporting, and meetings.
- Lifting and Carrying: Must be able to lift and carry objects up to 50 pounds frequently and occasionally lift and move objects up to 100 pounds.
- Stooping, Kneeling, and Crouching: Regular stooping, kneeling, and crouching are necessary to perform maintenance tasks, inspect equipment, and oversee installations.
- Climbing: Occasional climbing is required for tasks such as tree maintenance, accessing equipment, and inspecting facilities.
- Manual Dexterity: Frequent use of hands and fingers to handle tools, operate equipment, and perform maintenance tasks.
- Vision: Specific vision abilities required include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus to perform tasks such as reading plans, inspecting work, and operating equipment.

- Hearing and Speaking: Must be able to hear and speak clearly to communicate effectively with staff, contractors, and the public.

Work Environment

- Outdoor Work: Frequent outdoor work is required, often in varying weather conditions, including extreme temperatures, rain, snow, and wind.
- Indoor Work: Occasional indoor work is required for administrative tasks and meetings.
- Hazardous Conditions: Exposure to hazardous conditions such as chemicals, fumes, dust, and high noise levels is possible while performing maintenance and overseeing projects.
- Uneven Surfaces: Walking on uneven surfaces is frequently required during inspections and maintenance tasks.
- Heights: Occasionally required to work at heights while performing tasks such as tree maintenance or inspecting facilities.
- Traffic: Regular exposure to traffic is possible when working on or near roadways and trails.
- Equipment Operation: Frequent operation of light and heavy equipment is required for various maintenance and construction tasks.
- Travel: Local travel is frequent to various sites within the City, and occasional out-of-town travel may be required for training or meetings.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer’s needs and requirements of the job change.

Received by:

Employee Name

Employee Signature

Date