



Job Description

Position: General Foreman
Primary Location: Parks Department
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Parks and Recreation Administrator
Description Updated On: December 29, 2021

Summary/Objective

The General Foreman is responsible for performing all duties related to the maintenance and upkeep of Town properties including but not limited to general groundskeeping as well as operating manual and power hand-tools and driving various motorized equipment. Parks Administrator provides instructions for new or unusual assignments.

Essential Functions

- Performs all duties related to the maintenance and upkeep of Town properties, including but not limited to mowing, weed whacking, leaf blowing, tree work, raking, snow shoveling, groundskeeping, etc.
- Drives or operates light equipment including power and other hand tools used in the normal course of work assignments.
- Services and follows preventative maintenance procedures on all power and manual hand equipment being operated.
- Operates sidewalk tractors and snow removal equipment for Milford Highway Department, as needed.
- Performs all similar or related duties assigned by the Parks and Recreation Administrator.
- Coordinates daily work schedule assignments with Administrator.
- Schedules outside contractors and contacts Dig safe as needed.
- Keeps inventory and maintenance schedules for all equipment and orders parts.
- Files daily and annual reports relating to the productivity of the department.
- Evaluates and reports to Administrator on daily work to be done or completed throughout Parks, Schools, and Bike Trail.
- Maintains documentation for all trucks and equipment.
- Keeps track of annual expenses of items purchased for department.
- Assists Highway department with winter call backs.
- Researches equipment purchases as directed by Administrator for future consideration (quotes, etc.).

Required Qualifications, Education, and Experience

- High School diploma or equivalent and a minimum of one (1) year related experience. HE2A Hoisting License and valid DOT card are required.

Preferred Qualifications, Education, and Experience

- 4G Hoisting license

Knowledge, Skills & Abilities

- Proficiency in appropriate use and maintenance of all related equipment used. Clear understanding of, and adherence to, all safety requirements. Knowledge of all laws and regulations regarding safe operation of motor vehicles and other equipment needed to meet the essential functions of the job.
- Ability to read work orders, prioritize multiple tasks, and follow directions. Proficient oral and written communication skills a must.
- Ability to:
 - Work in a fast-paced environment and respond quickly and appropriately to unforeseen changes.
 - Work independently on assigned tasks and work effectively as part of a team.
 - Interact effectively and appropriately with the public and other personnel is essential.

Physical and Mental Job Requirements

- Work requires agility and physical strength, such as moving in, or about rough terrain and standing or walking most of the work period. Frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as pushing, pulling, or lifting and carrying as much as 50 pounds on a continuous basis for extended periods of time is required. Work may include climbing, balancing, stooping, kneeling, crouching, and reaching. Driving in adverse weather and/or difficult road conditions is required.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

The functions of this role are conducted in a field environment. The nature of duties may involve continuous presence of unpleasant or irritating elements such as noise, odors, traffic, dust, smoke, heat, cold, dirt, grease.

Work is continuously performed both indoors and outdoors, regardless of weather conditions and a variety of hazards.

Hours of Work

- This role is paid on an hourly basis.
- Hourly employees work 40 hours during a Monday through Friday workweek. However, the employee must be available for emergency callouts and overtime for special projects and events, athletic field maintenance, snow removal, etc.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

The examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related and within the scope the position.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____