

## **Eden Recreation Department** **Job Description**

**Title:** **Parks, Grounds and Building Maintenance Foreman**

**Qualifications:**

1. At least four (4) years experience in General Construction and/or Facilities Maintenance and/or Grounds Maintenance.
2. Valid New York State Driver's License.
3. High School Diploma.
4. Practical knowledge of motorized vehicles, grounds maintenance equipment and the maintenance/repair of same.
5. Practical knowledge of the care and maintenance of lawns, trees and shrubs.
6. Ability to follow detailed oral and written instruction.
7. General computer knowledge

**Reports to:**

1. Parks and Grounds Maintenance Crew Chief
2. Town Supervisor, Director of Recreation and Highway Superintendent

**Supervises:**

1. Seasonal & non seasonal parks, grounds & maintenance staff as directed by the Crew Chief.

**Major Areas of Responsibilities**

1. Perform, plan and/or coordinate all aspects of the Town of Eden's facilities, parks & grounds maintenance and associated responsibilities.
2. Supervise all parks, grounds & diamond maintenance employees.
3. Provide snow removal for Town buildings, municipal parking lots and Town Hall and hamlet area sidewalks in cooperation with the Town Highway Department.
4. Maintain an effective record system including but not limited to fuel usage, maintenance of vehicles, trailers & equipment, requisitions, receipts, quotes and facility inspections.