

**Town of Exeter, New Hampshire  
Position Description**

Position Title: **Foreman**  
**(Park Maintenance)**

Department: Parks & Recreation # 506

Reports To: Director of Parks & Recreation

Date: May 2021

**GENERAL SUMMARY:**

Under the direction of the Director of Parks & Recreation, performs a variety of skilled duties involving the construction, repairing, cleaning, and maintenance of parks and other facilities on a regular basis and shall assist skilled trades workers in complex plumbing, electrical, carpentry, horticulture, and other trade work.

**ESSENTIAL JOB FUNCTIONS:**

- Instructs subordinates or people in his/her charge in proper procedures to accomplish work projects assigned.
- Supervises and inspects the work of subordinates, contractors, and others in his/her charge.
- Responsible for the assignment and care of proper equipment for the task assigned.
- Assists with the preparation of plans and specifications for new equipment and modifications of existing equipment.
- Supports effective training of personnel.
- Assists with conducting employee performance reviews annually.
- Assists with the preparation of work schedules and work assignments.
- Assigns work, instructs subordinates on specific requirements of job and procedures to be followed, and reviews work in progress and on completion for conformance with instructions and established procedures.
- Performs all types of grounds and building maintenance work.
- Maintains town parks, commons, historic cemeteries, and recreational facilities, including outdoor pool and bathhouse by providing grounds keeping and building maintenance.
- Operates various types of equipment and performs manual labor in the maintenance, repair, and minor construction of parks and related facilities.

- Assists skilled trade workers in plumbing, electrical, carpentry, painting, horticulture, and other trade work.
- Performs skilled operations in the maintenance of ball fields and recreation areas, including installing and repairing water fountains, mixing and laying cement, simple carpentry and electrical repairs, rides power lawnmower, snowplows, and performs simple maintenance work on power equipment, such as weekly maintenance on mowers.
- Operates various power tools, such as chainsaws, air compressors, electric saws, and pipe cutting machines.
- Operates light to medium duty equipment such as trucks, tractors, mowers, and related equipment.
- Performs work on outdoor swimming pool and bathhouse, including chemical balance of the pool, cleaning of pool and bathhouse to make ready for summer operation, and subsequent closing.
- Coordinates daily and weekly maintenance of the bathhouse, including bathrooms.
- Assist in snow removal with DPW during the winter months.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

**PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

Duties require knowledge of groundskeeping and maintenance experience equivalent to completion of a high school diploma and three to five years of supervisor experience or an equivalent combination of education and experience. Must possess a valid State of New Hampshire driver's license with air brake certification.

Knowledge of standard tools, methods, horticultural practices, and materials of one or more trades.

Knowledge of the operation and use of power equipment and light to medium-duty automotive and related equipment.

Ability to obtain specific certifications such as Certified Pool Operator and Certified Playground Inspector within a year of employment.

Ability to interact effectively and tactfully with a wide variety of people.

Ability to communicate clearly and concisely with others both verbally and in writing.

Ability to understand and follow oral and written instructions.

Ability to work with other employees and provide instructional guidance.

Knowledge of outdoor swimming pool operation, filters, chemical balance, and care and cleaning of same and preferred.

Knowledge of motors preferred.

**SUPERVISORY RESPONSIBILITY:**

Supervises laborers, contractors, and volunteers. Carries out supervisory responsibilities in accordance with the Town of Exeter's policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints, and resolving problems.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Frequent and extended periods of outside work, subject to all weather conditions and extremes.

Continuous walking, standing, climbing, frequent periods requiring sustained uncomfortable physical positions.

**WORKING CONDITIONS/PHYSICAL DEMANDS (continued):**

Ability to lift, carry, and position heavy objects utilizing proper body mechanics and techniques.

May operate equipment that causes loud noise levels and high vibrations.

Exercises caution when operating equipment.

Utilizes proper sanitary precautions when handling trash, garbage, and pool chemicals.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**