# Maintenance Foreman

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 11/07**

**Job Summary:** Performs construction, maintenance, and renovation services for St. Mary’s County parks grounds and facilities; performs other duties as assigned.

**Essential Functions:**

1. Supervises the maintenance and renovations of the athletic fields and other turf areas;
2. Plans and organizes the work of maintenance workers and others in laying out, constructing, and reconditioning athletic fields, buildings, and playgrounds;
3. Oversees and participates in aerating, seeding, fertilizing, rolling, and irrigating general maintenance areas;
4. Writes specifications for equipment, playgrounds, tools, supplies, and materials;
5. Identifies materials and provides cost projections for assigned projects;
6. Repairs buildings, playground equipment, roadways, bridges and walkways;
7. Inspects facilities and equipment and reports to Parks Division Manager;
8. Performs basic custodial services;
9. Operates a variety of vehicles, motorized off-road equipment, and power tools while also instructing others in their uses;
10. Composes and responds to County-related email;
11. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff and members of the public;
3. Ability to supervise and train subordinate staff and seasonal workers (e.g. inmates and community service workers);
4. Knowledge of the principles, practices, and procedures of various construction and maintenance projects as assigned;
5. Participates in the preparation and monitoring of the parks division operating budget;
6. Ability to identify necessary materials and costs for same projects;
7. Ability to safely operate a motor vehicle and various pieces of equipment such as tractors, chain saws, wood chippers, etc.;
8. Knowledge of safety regulations and established procedures for operating equipment as well as for ensuring public safety;
9. Must possess basic computer skills, have experience using Microsoft Word and have the ability to compose and respond to County-related emails.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Two or more years related experience;
3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Must possess a valid Maryland Class A Restricted Commercial Driver’s License or the ability to obtain one within 6 months from date of employment;
2. Must pass a physical examination prior to employment.
3. May be required to provide on-call emergency services.
4. Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations.

**Physical and Environmental Conditions:**

Work requires constant physical effort including some lifting or handling of heavy materials of 60 pounds or more and driving heavy vehicles.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which requires a range of safety and other precautions, e.g. the use of protective clothing or gear.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date