

CLASS SPECIFICATION FOR  
**Recreation District Foreman**

**GENERAL STATEMENT OF DUTIES:** Schedules and oversees the work of several crews of workers engaged in maintenance and construction of district park and recreational facilities; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility for scheduling and inspecting the work of various levels of semi-skilled and unskilled workers on a district level. An employee in this class frequently exercises independent judgment and receives general instruction and review from the Assistant Maintenance Superintendent. This class may also supervise lower-level foremen.

**EXAMPLES OF WORK** (illustrative only):

- Coordinates manpower and supplies to best meet the park facility and recreational needs of the public;
- Assigns, schedules, and supervises several crews of workers engaged in fertilizing, liming and seeding lawns, grass mowing, grading soil, trimming trees/shrubs and leaf raking on most County-owned property;
- Is responsible for all athletic field maintenance for recreational purposes including landscaping and rebuilding athletic fields, marking athletic fields to proper dimensions and minor construction and repair of equipment;
- Supervises other minor construction, maintenance and repair work relating to parks/recreational facilities;
- Grades, patches and resurfaces roads in park and recreational facilities;
- Arranges for the maintenance and repair of Recreation equipment such as lawn mowers, tractors, trucks, graders and other vehicles and equipment;
- Coordinates the proper transporting of materials and equipment to and from recreational facilities (including schools);
- Is responsible for the custodial maintenance of recreational facilities on a district basis;
- Keeps operational records on attendance, time, work performance, and accidents, labor and equipment usage, vehicle utilization, and other records as required;
- Makes periodic reports regarding work-hours, supplies used, number of work orders, general activities and safety checks;
- Supervises the setting up of equipment for special recreational events;
- May operate heavy equipment in emergencies and trains employees in the operation of this equipment;
- May assist in the preparation of a divisional budget;
- Coordinates all spraying programs within assigned district;
- May have contact with representatives of other departments as well as with the general public;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the materials, methods and techniques used in buildings and grounds maintenance; considerable knowledge of the occupational hazards of and considerations involved in the work; ability to anticipate maintenance needs and to suggest effective work programs; considerable knowledge of maintenance requirements using basic hand tools and materials; some knowledge of effective supervisory techniques and work motivation; ability to understand and transmit oral and written instructions; ability to maintain records; dependability; physical condition that permits such activities and heavy manual work, driving and working under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Completion of high school and four (4) years of experience in construction and maintenance work, two (2) years of which shall have been in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions, May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position, or standards established by the State.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.