

## Help Wanted – Park Foreman

City of Delavan is looking to hire one full time Park Foreman. Qualifications: Minimum of an Associates/Technical degree with coursework in horticulture, forestry or related field and moderate experience with plant identification, pests, design of landscapes, lighting, heavy equipment, supervisory experience, or equivalent combination of education and experience. Must possess a Commercial Pesticide Applicator Certificate and a valid Wisconsin CDL class B with an N endorsement or have ability to obtain within 120 days of hire. This position may be required to work weekends and is required to respond to after hours and weekend emergencies. Starting Wage: up to \$24.94 per hour depending on qualifications. Initial review of applications will commence on January 19, 2018 and as such submittal of applications by 4:00 p.m. Thursday, January 18, 2018 is encouraged. Applications (as well as a more detailed job notice) are available M-F 8:00am to 4:30pm at the Delavan City Hall, 123 S Second Street, Delavan, WI 53115 or online at [www.ci.delavan.wi.us](http://www.ci.delavan.wi.us). Applications can be delivered to City Hall or emailed to [hrdelavan@ci.delavan.wi.us](mailto:hrdelavan@ci.delavan.wi.us). The City of Delavan is an Equal Opportunity Employer.

- Position Description follows on next page -

## **Park Foreman - City of Delavan, Wisconsin**

**Position:** Full-time (40 hours/week) Park Foreman position.

**Duties:** Supervises the activities of a full-time, part-time and seasonal staff involved in the maintenance of parks and recreation facilities, including grass mowing, edging sidewalks and curbs, weeding, trimming trees and shrubs; performs related landscaping duties in the maintenance of park and recreation areas; oversees the maintenance of lawns and landscaping of other City properties; assists in the hiring of full-time, part-time and seasonal staff involved in the maintenance of areas of assigned responsibility; trains and schedules staff; operates, maintains and repairs light and heavy specialized commercial equipment; removes snow and ice from streets, lots and sidewalks; designs, purchases, installs and maintains landscapes and hardscapes; coordinates pest control and fertilization; coordinates with the Recreation Division the scheduling and set up of facilities for programs sponsored by the City and community organizations; schedules and prepares set up/take down of support systems for facility rentals and festivals; serves as liaison between Park and Recreation Department and public and volunteer groups; oversees maintenance of swimming beach and grounds, ball field and playground equipment; may serve as City's horticulturalist and forester.

**Qualifications:** Associates/Technical degree with coursework in horticulture, forestry or related field and moderate experience with plant identification, pests, design of landscapes, lighting, heavy equipment, supervisory experience, or equivalent combination of education and experience. Must possess a Commercial Pesticide Applicator Certificate and a valid Wisconsin CDL class B with N endorsement or have the ability to obtain within 120 days of hire. This position may be required to work weekends and is required to respond to after hours and weekend emergencies. Thorough knowledge of the practices and procedures of grounds maintenance; thorough knowledge of methods and equipment used in park maintenance activities, and of related safety procedures; thorough knowledge of shade tree species, including disease symptoms and countermeasures; general knowledge of turf management and landscaping techniques; ability to plan and supervise the work of subordinates; ability to keep records; thorough skill operating a personal computer and applicable hardware and software; ability to establish and maintain effective working relationships with associates and the general public. Selected candidate will be required to perform manual labor including lifting, carrying and moving up to 50 lbs. frequently, regardless of the weather conditions. Qualified applicants will be required to satisfactorily pass a series of tests which may include, but are not limited to aptitude testing, driving skill testing and drug testing.

**Starting Wage:** up to \$24.94 per hour depending on qualifications. Great benefits including insurance, pension and paid leave.

**How to Apply:** Initial review of applications will commence on January 19, 2018 and as such submittal of applications by 4:00 p.m. Thursday, January 18, 2018 is encouraged. Applications are available M-F 8:00 a.m. to 4:30 p.m. at the Delavan City Hall 123 S Second Street, Delavan, WI 53115 or online at [www.ci.delavan.wi.us](http://www.ci.delavan.wi.us). Applications can be delivered to City Hall or emailed to [hrcdelavan@ci.delavan.wi.us](mailto:hrcdelavan@ci.delavan.wi.us).

**NOTICE TO APPLICANTS: Wisconsin Statutes, Sections 19.36(7), 64.09(5), and 64.11(7) require public employers to treat the following items as a public record: Each applicant's application, records, recommendations and qualifications except as provided in Section 19.36(7), Wis. Stats. that allows the identity of an applicant to remain confidential if the applicant requests in writing that the City not provide access to this information.**

**If you choose not to have this information become a public record, you must make such a request in writing to the Human Resources Department. If you become a finalist for the position, your identity may be disclosed as required by law.**

**The City of Delavan is an Equal Opportunity Employer.**