

CASTLE PINES NORTH



METROPOLITAN DISTRICT

August 2022

The Castle Pines North Metro District (CPNMD) seeks qualified applicants for the position of Parks, Trails & Open Space Foreman.

Parks, Trails & Open Space Foreman Description

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| Job Title: | Parks, Trails & Open Space Foreman |
| Compensation/Benefits: | \$33 to \$38 per hour (DOE) health insurance, paid vacation, PERA retirement in lieu of social security, and matching 401(k). |
| FLSA Status: | Full-Time Nonexempt |
| Reports To: | Parks, Trails & Open Space Manager |
| Submission Deadline: | 12:00 noon, Monday, September 5, 2022. |

About the Castle Pines North Metro District

Established in 1984, the Castle Pines North Metropolitan District (CPNMD) is a Title 32 Special District located in northern Douglas County, Colorado. CPNMD provides water & wastewater utilities, maintains the storm drainage system, and maintains 352 acres of open space, fourteen miles of trails, three parks, a community center, and associated facilities. CPNMD serves approximately 3,500 residential and commercial customers in Castle Pines — about 11,000 residents — west of I-25. To view CPNMD's mission and core objectives, please visit <https://cpnmd.org/about>.

Job Description Summary

Under the direct supervision of the Parks, Trails & Open Space Manager, the Parks, Trails & Open Space Foreman is a hands-on position responsible for CPNMD's day-to-day planning, scheduling, coordinating, and supervising work of crews that perform landscaping, maintenance, and repairs of CPNMD three parks, fourteen miles of trails, 352 acres of open space, buildings, and structures, including the community center. In that realm, the Foreman consistently evaluates and performs maintenance on CPNMD assets. The Foreman also suggests capital investments and assists in supervising parks, trails & open space operations, and maintenance.

I. Primary Responsibilities

- A. Oversee the daily maintenance of CPNMD's parks, trails, open space, community center, and associated facilities, including landscape coordination, maintenance, and installation of a wide variety of vegetation, native grass seed, materials, equipment, irrigations systems, athletic fields, erosion control, and the repair of retaining walls and pathways.
- B. Inspect contract maintenance sites; issue written and oral instructions; assign and monitor contractor duties and performance conformance with contractual obligations and CPNMD regulations and ensure quality control of contractor work.
- C. Implement routine comprehensive inspection and maintenance procedures/protocols for all CPNMD irrigation systems; parks, trails, open space, and community center amenities, including but not limited to playgrounds; pickleball and tennis courts; ball fields; City-owned medians and public rights of way; signage; and other CPNMD-owned amenities.
- D. Promptly report damages and necessary improvements and propose remedies.
- E. Review landscape and irrigation plans and recommend capital improvements and maintenance enhancements to the Parks, Trails & Open Space Manager and the District Manager.
- F. Perform assigned areas of responsibility within budget; perform cost-control activities; monitor revenues and expenses in designated areas to assure fiscal control and budget compliance; prepare annual budget requests.
- G. Determine work procedures, prepare work schedules, expedite workflow, studies, and standardized procedures for improved operational efficiency and effectiveness.
- H. Develop and implement parks, trails, open spaces, and community center maintenance systems and operating procedures.
- I. Research emerging trends and best practices for grounds maintenance.
- J. Oversee the proper operation of irrigation systems for CPNMD's parks and open spaces. Assist in the maintenance and repair of sprinkler systems and the repair and installation of sprinkler lines and heads. Performs minor irrigation system repairs as needed.
- K. Oversee clock management for parks and open spaces; assure proper water conservation; and prepare monthly reports on irrigation water usage and variance from prior years.
- L. Inspect parks, trails, open space areas, and irrigation systems daily to ensure all are clean and properly working.
- M. Inspects restroom facilities daily to ensure they are clean and usable.

- N. Oversees the seeding, fertilizing, top-dressing, soil-conditioning, watering, pest control, and weed control for all parks, trails, and open space areas.
- O. Oversee the mowing and maintenance of parks and open space areas, including ball fields.
- P. Patiently and thoughtfully respond to and solve customer concerns/complaints.
- Q. Perform snow removal at all CPNMD facilities during regular business hours and, as necessary, on an on-call basis.
- R. Maintain safe, clean working environments in all CPNMD facilities.
- S. Ensure proper maintenance of CPNMD's small vehicle fleet.
- T. Maintain all assigned tools and equipment in proper working condition.
- U. Perform all assigned tasks for on-call rotation of CPNMD's water and wastewater utility systems.
- V. Assist in staffing CPNMD functions assigned by Parks, Trails & Open Space Manager and the District Manager.

II. Qualifications and Experience

- A. Must possess and maintain a valid Colorado "C" driver's license and provide a current motor vehicle record.
- B. High school diploma or equivalent.
- C. Prefer five years of recent experience performing landscaping, grounds maintenance, and propagation work, including three years of experience overseeing maintenance operations and supervising contractors/staff.
- D. Must possess a working knowledge of various maintenance equipment, small tractors, etc., and an ability to perform skilled inspection and supervision of landscaping and ground maintenance.
- E. Possess a working knowledge of the horticulture and Xeriscaping principles as applied to water-wise landscaping, grounds maintenance, propagation, and care of plants, shrubs, and trees.
- F. Possess working knowledge of fertilization and soil management.
- G. Be knowledgeable of various chemicals and equipment and their safe and responsible handling procedures.
- H. Understand proper irrigation system maintenance and associated mechanical tools and equipment.
- I. Must be able to follow and provide verbal and written instructions to contractors and maintenance operators.
- J. Must be PC literate, proficient in MS Outlook, Word, and Excel, and possess working knowledge of spreadsheets, telemetry software, and electronic calendaring.

III. Physical Demands

- A. The physical demands of this job can be rigorous and require the employee to be physically fit. Though not all-encompassing, the following physical demands generally represent those the Parks, Trails & Open Space Foreman will be required to perform.
- B. While performing the duties of this job, the Parks, Trails & Open Space Foreman may need to lift and move objects weighing up to 50 pounds; crouch, kneel, and stoop for extended periods; stand and walk for extended periods; feel and operate objects, tools, controls, and equipment for extended periods; climb; reach with hands and arms; sit; balance; and climb.
- C. The Parks, Trails & Open Space Foreman must have close vision, distance vision, and the ability to adjust focus.
- D. CPNMD may make reasonable accommodations to enable individuals with disabilities to perform essential functions.

Applicants must submit a resume or CV by no later than 12:00 noon on Monday, September 5, 2022. Please direct resumes, CVs, or associated questions to:

Castle Pines North Metropolitan District
Attn: Interim District Manager **Nathan Travis**
7404 Yorkshire Drive
Castle Pines, CO 80108
nathan@cpnmd.org
(303) 688-8550

PLEASE NOTE: The Castle Pines North Metro District, in its sole discretion, may choose to hire an employee for this position that exhibits desirable qualifications, experience, capacity, and characteristics other than those specified in the job description above.