



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:*  
 03/01/2004;01/01/06;01/01/07

JOB TITLE: Foreman

DEPARTMENT: Parks & Recreation

FLSA Status: Exempt

HOURS: 8 a.m. – 5 p.m. Wed – Sat  
 1 p.m. – 5 p.m. Sun

SALARY RANGE: \$14.15 - \$21.28 / hour

LEVEL: 17

Under general supervision, is responsible for supervision of park ground maintenance activities.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Directs a crew of laborers in the maintenance and development of park grounds and installation of new equipment in parks. Supervises and evaluates subordinates.
- Determines need for and schedules regular maintenance activities such as landscaping, mowing, weeding, fertilizing, and raking.
- Maintains tools and equipment used in the park maintenance program. Recommends items for purchase during budget preparations.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent.
- Three (3) years of related work experience preferred.
- One (1) year of supervisory experience preferred.
- Must have valid Driver's License. Class A Commercial Driver's License preferred.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk and stand for extensive periods of time and work outside in all kinds of weather. The employee is required to lift objects weighing up to fifty (50) pounds.