

## **City of Bridgeport, Parks Foreman/Facility Maintenance**

The City of Bridgeport has an immediate opening for a Park Foreman/ Facility Maintenance person. Applicants must have a strong background in building maintenance and park department operations and maintenance and must be able to perform all duties with regard to operation and maintenance of park system. Will also be responsible for maintenance items at the Prairie Winds Community Center that Center staff is unable to perform.

Must be willing and capable to assist the electric, water, wastewater, and street operations. Must be or able to become a Grade 3 water operator and Class L wastewater operator if so required. Must live or be willing to live within 30 minutes of Bridgeport, comply with on-call requirements as required and possess and comply with Nebraska CDL regulations.

Paid Vacation, Sick Days, Holidays, 401 Simple IRA, and employer-paid health insurance are included with the benefits package. To obtain the position description and an application contact City Hall at 809 Main Street (308.262.1623) or visit [www.cityofbport.com](http://www.cityofbport.com). Salary negotiable depending on qualifications. Resumes and applications will be accepted until position is filled and may be emailed to [lheinrich@cityofbport.com](mailto:lheinrich@cityofbport.com). The City of Bridgeport is EOE and Veteran Preference. Applications will be accepted until the position is filled.

Send resume and completed application to  
City of Bridgeport Nebraska  
809 Main Street  
P.O. Box 280  
Bridgeport, NE, 69336  
or to [lheinrich@cityofbport.com](mailto:lheinrich@cityofbport.com)

NO phone calls, please

# CITY OF BRIDGEPORT

## Position Description

|                   |                                   |                       |                                 |
|-------------------|-----------------------------------|-----------------------|---------------------------------|
| <b>Job Title</b>  | Park Foreman/Facility Maintenance | <b>Department</b>     | Public Works/Parks              |
| <b>Reports To</b> | Public Works Director             | <b>FLSA Status</b>    | Permanent; Full-Time Non-Exempt |
| <b>Staff</b>      | 1                                 | <b>Effective Date</b> | April 01, 2022                  |

### POSITION SUMMARY

Under the direction of the Public Works Director, the Park Foreman/Facility Maintenance is responsible for semi-skilled and skilled maintenance and improvement work in the Park division and Prairie Winds Community Center. The duties involve a variety of tasks, including turf care, maintenance of buildings, equipment, and related facilities. This individual may work with a team or may work independently. The Park Foremen will be able to work out of doors in all kinds of weather and to perform heavy manual work. This position will receive instruction from and serves under the direct supervision of the Public Works Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Operate a variety of equipment associated with the maintenance of grounds and facilities;
- Perform routine maintenance work associated with the landscaping, including mowing, fertilizing, pruning, tree and flower planting, and irrigation of parks;
- Assist with the installation of new plant materials in park areas including digging holes, replacing soil and applying water and mulch;
- Repair, install and maintain irrigation systems including programming of sprinkler systems for public properties;
- Assist with construction projects on City property including performing skilled and unskilled work associated with such projects;
- Assist in the planting and upkeep of flower beds and landscaping;
- Assist in the performance of maintenance and repair of equipment and vehicles;
- Help to ensure the beauty, safety, and function of the parks and facilities;
- Assist in the performance of maintenance duties at the Prairie Winds Community Center;
- Assist with snow removal;
- Collect litter and solid waste from public areas;
- Supervise the work of summer youth or other temporary workers assigned to a crew including, but not limited to, training and instruction of the proper procedures for completing tasks and operating equipment;
- Provide positive customer service by being responsive to citizens who request assistance or information;
- Assist with related duties in cooperation with any division or department as assigned;
- Regular attendance and punctuality required;
- Due to the relatively small size of City operations, the employee is expected to assist other departments in time of need or emergency

### SUPERVISORY RESPONSIBILITIES

The Park Foreman works directly under the Public Works Director, directs the part-time summer help. works under the Street Foreman when assisting in street department operations.

### COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

#### PROBLEM SOLVING

Identifies problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Resolves problems in initial stages; Works well in group problem solving situations.

**CONTINUOUS LEARNING**

Assesses own strengths and weaknesses; Seeks feedback to improve performance; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**CUSTOMER SERVICE**

Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Responds promptly to customer needs; Solicits customer feedback to improve service.

**TEAMWORK**

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**ETHICS**

Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**ORGANIZATION SUPPORT**

Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**JUDGMENT**

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**MOTIVATION**

Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Recognizes and acts on opportunities; Takes calculated risks to accomplish goals.

**CONFLICT RESOLUTION**

Encourages open communications; Confronts difficult situations; Maintains objectivity; Keeps emotions under control; Uses negotiation skills to resolve conflicts.

**QUALITY**

Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**SAFETY AND SECURITY**

Observes safety and security procedures; Determines appropriate action beyond guidelines; Uses equipment and materials properly; Reports potentially unsafe conditions.

**ADAPTABILITY**

Adapts to changes in the work environment; Manages competing demands; Accepts criticism and feedback; Changes approach or method to best fit the situation.

**ATTENDANCE/PUNCTUALITY**

Schedules time off in advance; Begins working on time; Keeps absences within guidelines; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**DEPENDABILITY**

Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines.

**INITIATIVE**

Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EXPERIENCE:**

Graduation from high school or GED equivalent, and experience in the maintenance of building facilities and equipment. Must be dependable

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

**CERTIFICATES, LICENSES AND CERTIFICATIONS:**

- Must have a valid Nebraska CDL driver’s license or ability to obtain, and be willing to obtain certification, if asked, as a water operator, and wastewater operator. valid
- Possess or obtain a Nebraska Department of Agriculture Certified Pesticide Applicators License with emphasis in Ornamental and Turf Pest Control

**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 reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 60 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, fumes or airborne particles, toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud. Portions of work are administrative in nature and are conducted in an office environment.

Adopted on: \_\_\_\_\_

\_\_\_\_\_  
Public Works Director Approval

\_\_\_\_\_  
Mayor & Council Approval

**City of Bridgeport**  
**Equal Employment Opportunity Employer**  
**Application for Employment**  
**Parks Foreman/Facility Maintenance (Full-Time)**

**This application is good for six (6) months or until the position is filled.**

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City of Bridgeport assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law. This position will be subject to Veteran's Preference per Nebraska law.

**FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.**

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time  Part-Time  Regular  Temporary

Have you ever been employed here before?  Yes  No If yes, give date: \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date: \_\_\_\_\_

Applicant's Name (Last, First, Middle Initial): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Available for Work \_\_\_\_\_

How did you learn about the job you have applied for? (Be specific as to the source.) \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

Have you ever been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction?  Yes  No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of?  Yes  No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.): \_\_\_\_\_

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**(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)**

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

| <b>Employment Information</b>   | <b>Description of Duties</b>                       |
|---|--|
| Employer/Kind of Business   | Position Title                                     |
| Street Address  | Specific Duties                                    |
| Immediate Supervisor/Title  | Telephone Number                                   |
| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
| Reason for Leaving  |  |

| <b>Employment Information</b>   | <b>Description of Duties</b>                       |
|---|--|
| Employer/Kind of Business   | Position Title                                     |
| Street Address  | Specific Duties                                    |
| Immediate Supervisor/Title  | Telephone Number                                   |
| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
| Reason for Leaving  |  |

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| Immediate Supervisor/Title  | Telephone Number                                   |
| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
| Reason for Leaving  |  |

| <b>Employment Information</b> | <b>Description of Duties</b> |
|-------------------------------|------------------------------|
| Employer/Kind of Business     | Position Title               |

| Employment Information  | Description of Duties                              |
|---|--|
| Street Address  | Specific Duties                                    |
| Immediate Supervisor/Title  | Telephone Number                                   |
| Dates of Employment (Month/Year)<br>From: _____ To: _____             | Hourly Rate/Salary<br>Starting: _____ Final: _____ |
| Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |  |
| Reason for Leaving  |  |

|                                |
|--------------------------------|
| <b>EDUCATION/SKILLS RECORD</b> |
|--------------------------------|

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: **6 7 8 9 10 11 12**      College: **1 2 3 4 5** \_\_\_\_ Did You Graduate? \_\_\_\_Yes \_\_\_\_No

| Post- High School  | Name of School | From | To | Major | Degree Type |
|--------------------|----------------|------|----|-------|-------------|
| College/University |                |      |    |       |             |
| Graduate School    |                |      |    |       |             |

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Municipal Budgets | <input type="checkbox"/> Microsoft Word  | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Outlook |
| <input type="checkbox"/> Management        | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Adobe PDF       | <input type="checkbox"/> Employment Law    |

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: \_\_\_\_\_

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**LICENSES AND CERTIFICATES**

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If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

|                             |  |
|-----------------------------|--|
| Name of Trade or Profession | License Number   |
| Granted by                  | City and/or State  |
| Specialty                   | Licensed                      From:                      To: |

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## COVER LETTER, RESUME, AND REFERENCES

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Please attach hereto as part of this Application a **Cover Letter** of no more than one (1) page in length setting forth your rationale for seeking this position, and your desired goals if you were to be hired for said position.

Please attach hereto as part of this Application a **Resume** of no more than one (1) page in length setting forth any additional information that you wish the City to consider in evaluating your fitness for this position.

Please attach hereto a list of **References** of up to five (5) people who are in a position to comment upon your abilities for this position. Please include the name, address, and telephone number of each individual. Individuals may be contacted by the City.



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**APPLICANT'S STATEMENT**

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These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the City to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon City policy. I authorize the City to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this City against any liability that might result from making such investigation.

Additionally, I authorize the City to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the City deems appropriate.

**Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between City of Bridgeport and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and City of Bridgeport retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the City Council.**

**SIGN  
HERE**

\_\_\_\_\_  
Applicant's Signature (Use Ink or Electronic Format)

\_\_\_\_\_  
Date

**NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**