POSITION DESCRIPTION

TITLE: Working Foreman, Grounds
LOCATION: Maintenance
REPORTS TO: Director of Maintenance
DEPARTMENT: Maintenance

SUMMARY STATEMENT:
Under the general supervision of the Director of Maintenance, the working foreman leads and participates in the work of a crew engaged in a variety of grounds site maintenance and construction activities, and performs related work as required or assigned.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students and the general public.
2. Performs as a working foreman in the area of grounds maintenance.
4. Plans and directs regular and preventive maintenance of grounds equipment.
5. Participates in safety inspections, installation, repair, and renovation of playground equipment.
6. Plans and directs projects relating to grounds improvement.
7. Reviews and contributes input on new construction plans and assists in inspections.
8. Evaluates methods, equipment, and products used in grounds maintenance.
9. Supervises grounds crew and assigns tasks.
10. Documents reports, forms, and job orders.
11. Operates heavy equipment such as various tractors with specialized attachments, loaders, backhoes, sweepers, dump trucks, and large turf mowers.
12. Operates a variety of trucks in the performance of maintenance work.
13. Remove ice, snow, and debris from storm damage as necessary.
14. Must comply with all district and government safety regulations.
15. Travel from location to location in order to perform job tasks.
16. Participate in meetings, workshops, and seminars to convey and gather information required to perform functions.

OTHER RESPONSIBILITIES:
1. Performs other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Hearing (66-100%) Speaking (66-100%)
Writing (33-66%) Walking (66-100%) Sitting (33-66%)
Standing (66-100%) Kneeling (33-66%) Stooping (66-100%)
Bending (66-100%) Pushing (66-100%) Pulling (66-100%)
Climbing (33-66%) Reaching (33-66%) Driving (66-100%)
Lifting/Carrying Up to 75 lbs. individually Required to work outside in inclement weather conditions Use of hands and/or arms for repetitive motion (66-100%)
Over 75 lbs. with assistance (66-100%) Subject to noise, dirt, fumes, chemicals, Acceptable Attendance
Toxins

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%) Verbal Communication (66-100%) Written Communication (33-66%)
Customer Contact (33-66%) Reasoning (66-100%) Problem Solving (66-100%)
Training (33-66%) Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Front-end loaders, plows, trailers, backhoes, bulldozers, forklift, vehicles, hand and deck mowers, and all other power and hand tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of four years’ experience as facilities/maintenance/grounds foreman or commercial landscape foreman, preferred.
2. Demonstrated ability to communicate effectively.
3. Must possess thorough knowledge of all phases of grounds and turf maintenance.
4. Must possess thorough knowledge of purpose, operation, and appropriate use of various grounds equipment.
5. Must possess skill in manipulating trucks, tractors, and equipment used for a variety of grounds maintenance and construction and on a variety of surfaces and terrain.
6. Demonstrated ability to operate the tools and equipment as listed in the tools and equipment area above and to perform minor repairs.
7. Demonstrated ability to follow both written and oral instructions and to prepare written reports of work completed and performance assessments.
8. Demonstrated ability to provide direction to those being supervised.
9. Demonstrated strength and dexterity to perform required tasks.
10. Must be able to travel from location to location to perform tasks.
11. Must possess a valid driver's license.
12. Must be able to acquire a Commercial Driver’s License (CDL – A or B).
13. Must be able to acquire a First Aid/CPR card.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
15. Ability to make decisions and resolve complex issues in a timely, organized manner.
16. Ability to plan, organize, prioritize, and supervise work assignments to assure timely and effective completion.
17. Must possess computer skills to develop and maintain accurate records of assigned activities and operations.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

Revised Date: 07/09/2018
Classification: Management/Confidential
Display on Web? Yes

Working Foreman, Grounds