

Job Title: GROUNDS FOREMAN
Reports to: Maintenance Coordinator
Dept./School: Maintenance
Wage/Hour Status: Non-exempt
Date Revised: December 14, 2015

Primary Purpose

Working Supervisor of grounds personnel and maintenance operation to ensure district grounds are safe, neat, and attractive.

QUALIFICATIONS

Education/Certification

Valid Texas driver's license

Special Knowledge/Skills

Knowledge of gardening and landscape maintenance
Ability to read and interpret blueprints and landscape plans
Ability to operate heavy equipment, including backhoe and trencher
Ability to operate riding or power mower, power tools, and hand tools
Ability to direct and supervise personnel and coordinate grounds operations

Experience

Five years experience in gardening and landscape maintenance
Two years supervisory experience

MAJOR RESPONSIBILITIES AND DUTIES

Grounds Maintenance and Landscaping

1. Assist in assigning all grounds work and oversee completion.
2. Estimate the cost and time required for special projects and order materials.
3. Interpret blueprints, plans, and sketches to carry out landscape designs.
4. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.
5. Operate and maintain equipment used for grounds operations, including backhoe, trencher, tractor, riding and power mowers, etc.
6. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates.
7. Install, test, adjust, and repair sprinkler systems.
8. Coordinate the storage and use of all grounds equipment, tools, and supplies.
9. Prepare, implement, and maintain preventive maintenance and repair procedures for grounds equipment and tools.
10. Recommend replacement of existing equipment.

11. Receive and complete work orders as required by Maintenance Department Policies and Procedures.
12. Maintain accurate records on material and labor used as required by Maintenance Department Policies and Procedures.
13. Maintain inventory of district-owned tools, equipment, and materials.
14. Inspect jobs upon completion and ensure areas are clean.
15. Work with building principals and supervisors to complete projects.

Driving

16. Operate light truck to transport furniture and equipment throughout district.

Safety

17. Instruct assigned personnel on proper and safe use of tools and equipment.
18. Operate tools, equipment, and machinery according to prescribed safety procedures.
19. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
20. Ensure that vehicles, equipment, and tools are in safe operating condition.
21. Inspect and adjust tools and equipment for safety and efficiency.
22. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

23. Work irregular hours and respond to after-hours emergency calls as needed.
24. Assist in preparation of grounds supplies budget.
25. Assist in recruiting, screening, training, and evaluation of grounds employees.
26. Follow and abide by School Board and Maintenance Department policies and procedures.
27. Perform other duties as assigned by supervisor.
28. Maintain confidentiality of information.

Supervisory Responsibilities

29. Supervise and assist in evaluating work of groundskeepers.

EQUIPMENT USED

Heavy equipment, including backhoe, trencher, and grader blade; tractor and mower; riding and power mower; gas-powered weed trimmer; blower; edger; sprayer; striping machine; garden and hand tools; aerator. Light truck or van.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Moderate walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Frequent district wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____