

GROUNDS MAINTENANCE FOREMAN

DEFINITION

Under direction, plan, schedule, coordinate, and lead grounds maintenance crews; inspect, review, and direct grounds maintenance personnel pertaining to complex grounds maintenance functions and activities; provide advice and counsel pertaining to technical and complex grounds maintenance functions; and do other related work as required.

ESSENTIAL FUNCTIONS

Plan, organize, and determine grounds maintenance crew work priorities; inspect, review, and evaluate grounds and landscape areas to ensure adherence to standards of safety, work quality, and beautification; confer with District personnel and other appropriate persons regarding grounds construction projects; may prepare or assist in the preparation of sketches and shop drawings as an aid in determining work sequence, material needs and labor cost estimates; assist in the planning, design, and layout of sprinkling and irrigation systems, landscapes, and weed, insect and pest control programs; review and determine grounds maintenance equipment needed to ensure effective and efficient equipment usage; assist in the planning and organization of a grounds preventative maintenance program; participate in a variety of skilled grounds construction and maintenance functions and activities; assist grounds maintenance personnel in resolving unusual and technical problems; assist in the planning, organization, and conduct of grounds personnel orientation and in-service training programs; prepare summaries and operational reports pertaining to grounds construction and maintenance functions; receive, review, and evaluate grounds maintenance activity reports; receive, review, and forward grounds personnel time reports; drive a service vehicle to and from work sites; may provide input into the evaluation of employees reporting to foreman.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, materials, equipment, and tools utilized in technical and complex grounds construction and maintenance functions;
Principles of planning, organization, coordination, and employee motivation;
Policies, regulations, operational procedures, building codes, and restrictions pertaining to grounds construction and maintenance activities;
Ground treatment materials, fertilizers, and chemicals used in the control of weeds, insects, and pests;
Safe working and vehicle operational practices.

Ability to:

Effectively and efficiently lead grounds maintenance workers and perform skilled and technical grounds construction and maintenance tasks;
Act as liaison for the District in dealing with outside contractors;
Skillfully plan, organize, and lay out grounds construction and maintenance tasks;
Skillfully apply chemicals in the eradication and control of weeds, insects and pests;
Read and interpret blueprints, drawings, and schematics;
Perform heavy manual activities;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade, including training or course work in landscape design, horticulture or related technical grounds maintenance areas.

Experience:

Three years of experience at a journeyman level in grounds construction and maintenance or in one or more of the maintenance trade areas, plus one year in a lead or supervisory capacity.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

Ability to work around plants, shrubs, and ground covers without allergic reaction. May be required to mix and apply herbicides, pesticides, and weed abatement chemicals. Work out-of-doors during inclement weather conditions.

Pre-employment Physical: Class II