

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: GROUNDS FOREMAN MAINTENANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under occasional supervision, performs supervisory and administrative work in area of landscaping and grounds maintenance to ensure necessary projects are completed in an efficient, safe, and timely manner. Work involves coordinating and supervising the district-wide landscaping and grounds maintenance program. Employee makes assignments and oversees projects to completion, which may include the use of contracted services. Duties require working with the administration in determining project requirements, project cost assessments, and course of action for completion of projects. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to Program Administrator II – General Maintenance.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervises, coordinates, and participates in landscaping and grounds maintenance work including but not limited to; mowing grass, cutting trees, trimming shrubs, bush hogging, and other associated grounds maintenance tasks.

Observes grounds maintenance needs, sets priorities, and makes work assignments.

Oversees the maintenance of school grounds including playgrounds, driveways, paths, and parking areas.

Submits requisitions for equipment and parts necessary for operation of grounds department.

Submits a cost estimate for the amount of material and labor necessary for a particular job.

Supervises the development of landscaped areas in accordance with working drawings.

Estimates labor and materials needed to maintain or develop grounds.

Participates in the selection of appropriate number and types of plants, shrubs, trees and grasses suited to the location, soil, amount of sun received, and availability of water.

Selects the type and amount of insecticide, herbicide, or pesticide and instructs employees on proper application to conform to NCDA regulations.

## **GROUNDS FOREMAN**

Selects the type and amount of fertilizer and instructs employees on proper application.

Performs skilled tasks associated with grounds renovation and construction projects.

Supervises the tree removal operation and the maintenance of chippers, stump grinders and their safe operation.

Reviews the work of outside contractors for adherence to plans and specifications.

Supervises the construction of sidewalks, drainage ditches, and terraces. Works with engineers and grading crews to insure proper installation.

Conducts quality checks of work in progress or upon completion to assure acceptability.

Trains staff in the proper use of tools and work procedures, and instructs employees on safety procedures.

Maintains records of work orders, inventory, and expenditures.

Recommends persons to be hired, disciplined, discharged, or promoted.

Reviews snow plan yearly and updates for efficiency

Coordinates, supervises and implements snow plan for GCS.

Attends ISA classes to keep current with proper safety and operation of Arbocultural standards

Attend courses for recertification of pesticide license to keep current with NCDA laws.

Is on 24 hour call for emergencies in grounds department and rotates emergency pager on 8 week cycle with other foreman.

Draft requisitions and specifications for contracted services.

Does yearly evaluations and job performance reviews with each employee under supervision.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

## **GROUNDS FOREMAN**

Considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring all trade personnel are trained in the proper use of all materiel handling and heavy operating equipment assigned to the section.

Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, 3 to 5 years of experience in landscaping and/or grounds maintenance, with some leadership or supervisory experience preferred; or any equivalent training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid Class "A" commercial driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a North Carolina Pesticide Applications License required with ornamental and turf certification required and aquatic certification preferred. ISA certification preferred.

## GROUNDS FOREMAN

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including tractors, mowers, backhoes, landscaping and grounds maintenance tool, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read work orders, logs, diagrams, etc. Requires the ability to prepare activity logs, simple reports, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of grounds maintenance and horticultural principles and practices.

Considerable knowledge of shrubs, plants, flowers, as well as their uses in landscaping grounds.

Considerable knowledge of planting, cultivating, pruning, spraying, and trimming requirements of flowers, shrubs, trees and grass.

Working knowledge of grounds maintenance equipment.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the occupational hazards of landscaping and grounds maintenance work and the associated safety precautions.

Skill in the use and care of hand tools and equipment necessary to perform landscaping and grounds maintenance tasks.

Ability to estimate manpower and material requirements for individual projects.

Ability to develop and implement work schedules.

Ability to prioritize, plan, assign, coordinate, and direct the work of employees.

Ability to supervise and participate in the maintenance and repair of tractors, mowers, and other equipment used in grounds maintenance.

Ability to understand and work from blueprints and specifications.

## **GROUNDS FOREMAN**

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.