

	Grounds Foreperson	<p style="text-align: center;">Classified Position</p> <p>Initial Date: October 22, 1997 Board Approval: March 20, 2012 Revision Date: March 20, 2012 Personnel Commission: May 16, 2012 Range: 54 Reports to Director of Facilities</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

This position requires skill in organizing, planning, scheduling and overseeing the work of subordinates. This classification receives limited supervision within a framework of standard policies and procedures and requires the ability to exercise caution and care in the performance of assigned duties. This position performs technical skilled work/tasks, especially those involving the most complex grounds and repair functions.

REPRESENTATIVE DUTIES:

Because of the diversity of functions and the variety of specific skills required, the duties listed below reflect the functions of all positions allocated to this class.

- Responsible for overseeing and instructing grounds personnel including but not limited to; assigning, scheduling, proper methods and procedures, monitoring and ensuring timely completion of tasks
- Works with Director with short and long term organizing and planning of projects
- Maintains inventory control, orders parts and supplies and assists with maintaining the department budget
- Performs grounds maintenance and landscaping work as assigned
- Performs sprinkler, controller and irrigation work including programming
- Maintains playing fields and grounds
- Cleans and maintains drainage areas including but not limited to; cleaning gutters, roofs and drains
- Prepares and applies herbicides and pesticides including but not limited to; pest infestation and weed control
- Operates and performs maintenance on tools and equipment
- Performs loading and hauling including but not limited to equipment and grounds supplies
- Cleans and maintains facilities including but not limited to; sweeping , power washing and picking up debris
- Performs watering audits including but not limited to; water distribution, watering schedules and setting and adjusting irrigation
- Prepares work completion reports and prepares reports of hazards, incidents, and other matters
- Performs related duties similar to the above in scope and functions, as required
- Identify and report safety, sanitary, security and fire incidents and hazards to appropriate personnel
- Assist in assuring District buildings, facilities and systems comply with applicable laws, codes, ordinances and regulations; assure a safe environment for students and staff
- Maintain work areas, equipment and tools in a safe, clean and orderly condition
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Ability to plan and direct the work of others and manage and control multiple facilities operations
- Ability to plan and coordinate work and to estimate labor and material costs
- Knowledge and ability to maintain all necessary grounds files and operate district computer system and computerized irrigation system

- Ability to develop and implement proper schedules for maintaining planted areas, including fertilizing, pest control and pruning
- Knowledge of methods and supplies used in planting, cultivating and maintaining landscaping including common plant and insect disease controls and the use of fertilizers and insecticides
- Ability to repair and clean sprinkler systems
- Ability to work effectively and safely around children and exercise good judgment and due caution in the performance of assigned duties
- Knowledge of safety principles related to grounds maintenance and equipment including safe use and storage of all chemicals, fertilizers, and insecticides
- Knowledge of safe operation and usage of tools, equipment, appropriate facility safety, and other codes as they pertain to the grounds maintenance functions of the District
- Ability to establish and maintain effective work relationships
- Ability to learn more advanced landscaping methods and practices
- Perform heavy manual labor to meet the physical requirements necessary to perform assigned duties

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Five (5) years of experience as a groundskeeper or landscaper

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Indoors and outdoors; temperature-normal climate, occasional adverse weather conditions

PHYSICAL DEMANDS:

- Moderate to high stress level, moderate to strenuous physical effort for extended periods of time including lifting up to 60 pounds, standing, sitting and/or walking for extended periods, reaching overhead, above the shoulders and horizontally, bending at the waist, kneeling, crouching, pushing, pulling twisting, turning, climbing ladders, working from heights.
- Dexterity of hand and fingers to operate tools and equipment; seeing to perform duties, hearing, speaking, and reading to exchange information
- Working with and around equipment with moving parts

HAZARDS:

- Chemical exposure-herbicides, pesticides, gasoline, oil, solvents
- Occasional exposure to dust, fumes, gases, odors, blood borne pathogens and feces
- Exposure to noise and vibrations

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.