

JOB TITLE: Grounds Foreperson

Job Purpose Statement: Under the general direction of the Maintenance Supervisor, the Grounds Foreperson is responsible for providing high quality, safe and well-maintained grounds by leading, supervising and participating in the duties performed by a grounds crew of skilled and semi-skilled workers. Performs technical grounds work and provides on-site coordination, quality control and leadership of grounds employees. Oversees and administers the grounds budget and develops and presents procurement plans for various grounds keeping projects. Trains employees in the safe and proper use of grounds equipment procedures. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations.

Essential Job Functions:

- **Oversees**, supervises and assists with all aspects of grounds maintenance, including coordinating work schedules, planning, prioritizing, directing, training, monitoring, and evaluating the work and performance of grounds workers to ensure safe, healthy, well-maintained and aesthetically pleasing grounds;
- **Develops** schedules for routine grounds activities and provides input into short and long range plans for construction, landscaping, and major repairs to or replacement of grounds equipment and assists with such activities as necessary;
- **Monitors** the grounds budget and produces budget projections for grounds maintenance department for supplies and capital projects;
- **Recommends** purchases, obtains and assists others in collecting bids and ordering supplies.
- **Trains** and directs grounds workers in the safe use, care and maintenance of tools, grounds equipment and playground equipment, athletic fields, driveways, parking lots and undeveloped properties;
- **Trains** grounds workers in the technical aspects of installation, application, maintenance and removal of plants and materials;
- **Maintains** current knowledge of and trains staff in the proper use and handling of pesticides and hazardous materials utilized in landscape maintenance; ensures records are accurate and complete;
- **Oversees** and assists with maintaining playground equipment and surrounding area for the purpose of ensuring the playground area is safe and that the availability of equipment is in safe operating condition and in compliance with established guidelines.
- **Oversees** and assists with the inspection of flowers, shrubs, and trees for evidence of insects, fungi and other pests and ensures that the infected areas are treated through the application of the appropriate chemical or product;
- **Ensures** lawn and garden beds are well-maintained by organizing work and assisting with the transplanting of beds by cultivating soil and adding fertilizer or chemicals as needed;
- **Monitors** and assists with the planting of seeds, bulbs, tree seedlings, and shrubbery so that resulting growth will produce an attractive appearance;
- **Ensures** healthy and aesthetically pleasing plants by overseeing and assisting the grounds crew with the pruning of trees and trimming of hedges to promote growth and improve appearance of green spaces;

- **Oversees** irrigation and sprinkler system water resources; provides assistance with the planning, design, installation and maintenance of sprinkler systems;
- **Provides** oversight of and assists with the mowing of lawns with hand or power mowers and using power tools such as power blowers, edger's, pruning shears and hedge trimmers; ensures grounds workers are well-trained in the safe use of tools and equipment and in the trailering and hauling of related equipment;
- **Ensures** functional operation of grounds equipment by inspecting, coordinating, scheduling and assisting with routine maintenance;
- **Oversees** and provides assistance with the maintenance of an attractive hardscape by picking up litter, bottles, and tree and shrub trimmings; sweeping, cleaning and washing hard-scape areas as needed; keeping hardscape areas clear and sanded in winter months; clearing debris from storm drains and reporting/resolving safety and site evaluation problems.
- **Maintains** a safe work environment. Responds to and escalates emergency situations for the purpose of resolving immediate safety concerns.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participates** in various meetings, activities, and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

Job Requirements – Qualifications:

- **Experience Required:** Some job related experience with increasing levels of responsibility, preferably with supervisory experience.

Skills, Knowledge and/or Abilities Required:

Skills to: manage, plan and coordinate projects and provide direction to others. install and repair large PVC supply lines; diagnose and repair multi-zone, multi-program irrigation system malfunctions; design and install multi-zone irrigation systems; operate trenchers, loaders, and skid-steers; operate hand and power tools used in general maintenance functions; keep records and monitor a budget; perform basic arithmetic calculations for measurements and quantities; use English in both written and verbal form to communicate effectively with staff, contractors and/or the public.

Knowledge of: supervision and management techniques; preparation of detailed and accurate records of work performed; irrigation system installation, maintenance and operation; methods and use of materials, tools and equipment used in general ground maintenance functions; standards for safe use of equipment; and appropriate regulations and codes; proper lifting techniques; proper application of chemicals and safe use of pesticides; integrated pest management; proper methods of storing equipment, materials and supplies.

Abilities to: Estimate and plan lawn and landscaping projects; plan, direct, monitor and evaluate the work of assigned staff; use and operate grounds maintenance tools and equipment safely and effectively; perform general grounds maintenance duties including mowing, edging and weeding; perform minor maintenance and repair ground maintenance equipment and facilities; apply methods to perform general grounds maintenance and grounds reconstruction work; apply herbicides and fertilizers, properly plant flowers and trees; maintain and repair sprinkler systems, understand and follow verbal and written directions, work cooperatively with others; observe legal and defensive driving practices, work independently with minimal supervision; maintain confidentiality of personnel and applicable records; perform a variety of tasks; interact with persons of various age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; make judgments based on common sense; and meet deadlines and schedules.

Significant/essential physical abilities include walking/standing for prolonged periods, lifting up to 50 pounds, carrying/ pushing/pulling, climbing/balancing, shoveling/stooping/kneeling/crouching, reaching/handling/finger dexterity/feeling, talking/hearing conversations and other sounds, near/far visual acuity/ depth perception/field of vision, exposure to temperature changes/weather conditions/ mechanical and electrical hazards/dust.

- **Education Required:** High school diploma or equivalent; two year degree in landscape maintenance preferred or an equivalent combination of education and experience.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability; evidence of an applicator's license or ability to obtain one within a reasonable time after hire.