

GROUNDS FOREMAN

JOB SUMMARY	Under direction of the department Administrator, plan, organize, and supervise the district's grounds maintenance operations. Train, supervise, and evaluate the performance of assigned staff.
TYPICAL DUTIES	Plan, organize, and supervise all areas related to the district's grounds maintenance operations. Train, supervise, and evaluate the performance of assigned staff. Plan, schedule, and coordinate work and assignments. Order and purchase supplies and equipment and maintain adequate inventory to meet all needs. Estimate time and cost to complete grounds maintenance and/or new grounds projects. Independently perform functions which are of a technical or specialized nature in site construction or maintenance. Maintain vehicle service and operating records, mix and apply chemicals for fertilization, insect, and weed killers. Assure proper chemical usage management and maintain required documentation. Install, maintain, and repair irrigation systems. Program irrigation controllers. Maintain appropriate records pertaining to grounds maintenance operations. Communication with school site administrators to assure that grounds maintenance requirements are being fulfilled. Review blueprints and designs for grounds maintenance projects. Work with outside contractors as required. Perform other related duties as assigned.
JOB REQUIREMENTS	Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and training in landscaping and gardening and three years of increasingly responsible grounds maintenance experience including lead responsibility.
Knowledge of:	Tools, equipment, materials, chemicals, and methods used in grounds maintenance work. Principles and techniques of gardening and landscaping. Good mechanical aptitude. Operation of grounds maintenance equipment, including earth movers. Principles and practices of supervision, planning, scheduling, and coordinating work of a crew.
Ability to:	Plan, organize, and supervise district grounds maintenance operations. Train, supervise, and evaluate the performance of assigned staff. Plan, schedule, and coordinate work and assignments. Work independently with initiative. Carry out written and oral directions. Establish and maintain effective and cooperative working relationships with administrators, subordinates, and the public. Maintain accurate records.
LICENSE	Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage. Possession of a current, valid, Pesticide Applicator's Certificate or ability to qualify for during the probationary period.
PHYSICAL ABILITY	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING
CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to risk of electrical shock. The employee frequently works in high, precarious places and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and vibration.