

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Foreman – Irrigation/Grounds
Pay Table:	Support
Pay Grade:	17
FLSA Status:	TBD
Job Code:	610
Reports to:	Maintenance Coordinator

JOB SUMMARY

Under the general supervision of the maintenance coordinator over outdoor environment, the irrigation/grounds foreman supervises the installation, maintenance and repair of District landscape irrigation systems. This includes responsibility for all sprinkling systems, including automatic valves, piping, heads, time clocks, and backflow devices. Oversees all aspects of grounds related duties.

ESSENTIAL JOB FUNCTIONS

- Reviews and assists in prioritizing job sheets and maintenance work requests. Assigns work schedules and daily tasks to department employees.
- Inspects job site work, assists crews with problems and supervises projects to completion.
- Prepares plans for special projects (e.g., sprinkling systems).
- Orders material, computing quantities needed and scheduling deliveries to job sites.
- Designs some of the District sprinkler systems and purchases required materials. Prepares specifications, contacts vendors, obtains bids, etc.
- Orders replacement parts for sprinkler systems.
- Assists with installation, updates, maintains and repairs sprinkler systems.
- Coordinates scheduling of sprinkler work with other departments.
- Communicates project requirements with other maintenance departments.
- Coordinates and assists with inspections and resolution of problems with Health Department. Maintains related records, discusses concerns and prepares required reports.
- Meets with principals to discuss maintenance procedures and requirements.
- Provides basic skill and safety training to crews.

MINIMUM REQUIREMENTS

- High School diploma and some college-level coursework.

- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Pesticide Applicator License required.
- Driver's license.
- Class II backflow certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical functions.
- General knowledge of U.P.C. Plumbing Code.
- Ability to use necessary construction tools and equipment.
- Leadership, management and public relations skills.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to design and maintain large commercial sprinkler systems. Must have knowledge of hydrodynamics.
- Must be able to read blueprints
- Must be computer literate.
- Ability to maintain property and inventory.
- Ability to use or repair small, medium and heavy equipment and supervise employees using equipment.
- Ability to establish policies and create and guide implementation of projects and plans.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.