

**Paint / Grounds Foreman
New Hanover County Schools**

Job Description

Class: Classified
Dept: Maintenance Operations

TITLE: Paint / Grounds Foreman

QUALIFICATIONS:

1. High School degree or equivalent.
2. Five years' experience in performing a full range of duties and responsibilities associated with the painting trade, Integrated Pest Management Programs and playground and grounds maintenance.
3. Valid pesticide applicator's license or obtainment of license within six months of employment.
4. Certification as a Playground Safety Inspector required.
5. Valid commercial driver's license and North Carolina driver's license.

REPORTS TO: Assistant Director of Maintenance Operations

JOB GOAL: To oversee the planning and supervision of the Paint/Grounds Shop and coordinate pest control services in accordance with the New Hanover County Schools' Integrated Pest Management Program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations, and ensure staff follows departmental procedures and New Hanover County Schools' policies.
2. Administer the maintenance of school grounds including lawns, athletic fields, playgrounds, driveways, paths and parking areas.
3. Oversee and conduct routine safety audits of New Hanover County Schools' playground equipment, maintain playground equipment inventory record and coordinate the repairs and replacements of equipment as needed.
4. Coordinate use of pesticides on school property.
5. Maintain short- and long-term painting schedules for all New Hanover County Schools' facilities.
6. Submit cost estimates of materials and labor necessary for contract jobs and conduct quality checks of work in progress or upon completion to assure acceptability; monitor work of service contractors for adherence to plans and specifications.
7. Plan, assign, and review the work of shop employees through the work order system, and communicate with New Hanover County Schools' staff regarding the status of projects.
8. Plan, coordinate, and oversee moving and setting up of furniture and equipment.

9. Enter all completed work orders daily; address all day-to-day personnel issues in the Paint/Grounds Shop; review all construction documents.
10. Keep accurate records of work orders, inventory, and expenditures, and meet all schedules and deadlines on a timely basis.
11. Prepare and submit, to the Assistant Director, weekly shop project summary reports, shop meeting summary reports, and annual budget for the Paint/Grounds Shop.
12. Willing to be on-call in case of emergency.
13. Serve on the On-Call Team when directed by the Director of Maintenance Operations.
14. Perform related duties and responsibilities as requested by Director or Assistant Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Functional knowledge of planting, cultivating, pruning, spraying, and trimming requirements for flowers, shrubs, trees, and grass and the proper use of pesticides.
- Functional knowledge of paint finishes and surface preparation as they relate to existing facilities and new construction.
- Ability to accurately identify pest problems and coordinate pest control services for New Hanover County Schools.
- Functional knowledge of the methods, equipment, and materials used in general maintenance of playground equipment; knowledge of playground safety standards directed by the Consumer Product Safety Commission.
- Skilled in the use of tools, materials, and equipment commonly used in the performance of job functions.
- Ability to prioritize, plan, assign, coordinate, and direct the work of shop personnel and contractors.
- Ability to keep accurate records, coordinate written work requests and work orders, and maintain good inventory records.
- Ability to establish a program of training for new employees.

- Physical dexterity to perform duties and responsibilities of the job, ability to bend, stoop, climb, and lift medium weights, up to 75 pounds.
- Ability to follow verbal and written instructions.
- Demonstrate good computer skills.