

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

**Job Description**

**Class:** Classified  
**Division:** Operations  
**Dept:** Maintenance Operations

**TITLE:** Paint / Grounds Foreman

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Five years of 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 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, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Coordinate minor playground equipment repairs and the training of school personnel on playground inspections.
3. Coordinate use of pesticides on school property.
4. 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 scope.
5. 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.
6. Oversee proper pruning and minor tree and shrub removal throughout the district.
7. Address all day-to-day personnel issues in the Paint/Grounds Shop.
8. Keep accurate records of inventory, expenditures, and meet all schedules and deadlines on a timely basis.
9. Prepare and submit, to the Assistant Director, weekly shop project summary reports, shop meeting summary reports, and annual budget for the Paint/Grounds Shop.

10. Willing to be on-call in case of emergency.
11. Serve on the On-Call Team when directed by the Director of Maintenance Operations.
12. Strive to maintain and improve professional competence. Participate in the development and support of the broad school/department vision.
13. 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 73

**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 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.