

TITLE OF POSITION: Grounds Foreman
CLASSIFICATION: Maintenance & Operations
LOCATION: Maintenance Department
SUPERVISOR: Director of Maintenance and Operations
SALARY: Placement on Classified Salary Schedule

GENERAL DESCRIPTION:

Responsible for the maintenance, preventative maintenance, construction, renovation, preparation, treatment, repair and general upkeep of lawns, parking lots, sidewalks, playgrounds, play equipment, ball fields, dugouts, bleachers, concession stands, shrub-beds, tracks, fences, irrigation systems, driveways, fire lanes and all other grounds related concerns. Manages the workload for other members of the grounds team.

DUTIES AND RESPONSIBILITIES:

1. Provides for the routine maintenance and upkeep of all lawns, parking lots, sidewalks, playgrounds, play equipment, ball-fields, dugouts, bleachers, concession stands, shrub-beds, tracks, fences, irrigation systems, driveways, fire lanes and all other grounds related concerns.
2. Responsible for the routine maintenance and repair of tractors, mowers, snowplows, sweepers, air compressor, aerator, spray equipment and other related grounds maintenance equipment. Recommends the purchasing of new equipment and supplies and the replacement of worn or obsolete equipment.
3. Uses a wide variety of hand implements, tools and power tools such as drills, shovels, rakes, ice chipper, snow-blowers, post hole digger, pick, post driver, lawn mower, edge cutter, hedge trimmer, jack hammer, air chipper, spray equipment, brooms, saws, cutters and other related equipment. Efficiently operates large mechanized equipment such as mowers, tractors, dump trucks, backhoe, sweepers and snowplows, etc.
4. Responsible for estimating construction costs for related projects. Assists Supervisor in obtaining bids for related construction or repair projects.
5. Responsible for the safe and effective application of pesticides and fertilizers and maintains accurate application records at grounds building with master set at Maintenance office.
6. Remains on-call for snow removal during winter months and responds to emergencies as directed by Supervisor. Directs district-wide snow removal crew.
7. Provides certified inspection of all playground equipment, climbers, hoops, swings, and all other play systems as required. Responds to health and safety concerns as noted on inspections.
8. Provides for the installation and maintenance of automated irrigation systems including sprinkler heads, valves, controllers, pumps, programs and lines. Trouble shoots problems with systems. Assists supervisor in planning development of new systems.

9. Maintains the efficient use of water through good irrigation management practices.
10. Work weekends as required.
11. Performs other duties as required including substitute bus driver.

Each of the positions in the Maintenance and Operations Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other trades within the classification.

KNOWLEDGE AND ABILITIES:

Knowledge of: turf management; fertilizers and pesticides and their components and application recommendations; underground irrigation systems, their components and controls; Uniform Plumbing code; OSHA / WISHA safety standards; irrigation management and water conservation practices; playground toys and maintenance of such; estimating procedures; mechanized tools and equipment of the trade; proper maintenance and adjustment of mowers, sprayers and other grounds equipment.

Ability to: direct and instruct grounds crews; generate work schedules and procedures; safely apply fertilizers and pesticides and maintain written records; troubleshoot and repair irrigation systems; service, repair and adjust equipment; estimate project cost; provide inspection, preventative maintenance and repair to playground toys; operate and maintain mechanized equipment of the trade to include sweepers, mowers, snowplows, snow blowers, dump trucks, etc; use and maintain all hand implements and power tools.

QUALIFICATIONS:

1. Must have a high school diploma or equivalent and related work experience.
2. Must have a Public Operator's License with ornamental weed and ornamental insecticide endorsements, and must have or be able to obtain PCO endorsement **within one year.**
3. Must have **or be able to obtain** a Playground Inspector Certification **within one year.**
4. Must have a valid Washington State Drivers License.
5. Must have or be able to obtain bus driver (CDL/B/P1 and S) endorsements.
6. Must have or be able to obtain a fork-lift operator License **within one year.**
7. Must have or be able to obtain a boom lift certification **within one year.**
8. Willing and able to work at a height of up to 45 feet.
9. Commercial experience in automatic irrigation system installation and maintenance required.
10. Must be physically able to perform heavy work to include the lifting of 50 pounds on a regular basis.
11. Must have knowledge of and be able to operate hand implements and power tools.
12. Must be able to operate tractors, mowers, snowplows, spray equipment, and other power equipment.
13. Must have the ability to read and understand construction documents and blue prints.
14. Must be able to maintain written schedules and records.
15. Must have basic computer skills (e-mail, Internet, Word documents).
16. Ability to estimate cost and product needs.
17. Must be able to read and follow directions as written by manufactures, landscape architects, engineers, etc.
18. Must have or obtain first aid certification.

19. Must be able to instruct and direct grounds workers.
20. Ability to attend and pass required training courses.
21. Must have the ability to work alone or with other team members.
22. Must be able to maintain good rapport with students, staff, and the public.