Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Grounds Worker Foreman**

Qualifications:

Credentials: Valid Oklahoma Drivers License with an acceptable driving record

Education: High School diploma desired; 10th grade education or equivalent experience is required in lieu of high school training.

Training or Experience Required: 3-4 years related work experience in landscape and operating motorized equipment for Class 4. Between 5-6 years in supervisory position with excellent work record for Class 5.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to understand and respond to job instructions, to exchange information. Includes filling out forms.

Mathematical Skills: Uses basic addition, subtraction, division, and multiplication in performance of job.

Reading and Interpreting: Reads and interprets routine written or printed materials such as labels on chemicals (mix chemicals), basic charts, diagrams, or instruction material for equipment.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the edger, weedeaters, and riding lawn mowers.

Ability to effectively use garden and hand tools, sprayers, etc.
Knowledge of application of fertilizers and herbicides, etc.

Site: **Varies**
Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled and lead/supervisory level duties under general supervision to landscape, maintain and clean up school grounds. Maintains athletic fields.

An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular public contact with members of own staff or district. Interpersonal interaction or communication is required.

Other Performance Measures:

Successful performance of the job requires people skills to work with students, teachers, and fellow employees. It requires following safety guidelines and policies to avoid accident and injury. It requires following school dress standards, proper attendance or leave policies, and other work-habit concerns. Since the incumbent generally works alone, the employee must use initiative and self discipline to get the work done.

Essential Job Functions:

1. Assumes responsibility for upkeep of school grounds and athletic fields. Maintains work schedule. Assigns work, inspects work in progress and provides feedback.

2. Oversees and mows, edges, trims grass, trims trees and shrubs at all district sites. Plants grass, shrubs, and trees etc. Waters, fertilizes, sprays for weeds, etc. and performs other landscaping/dirt work as needed.

3. Prepares and marks all athletic fields.

4. Cleans and maintains shop and equipment, including assigned vehicle. Performs preventive maintenance on equipment. Reports major damage to supervisor.

5. Performs all outside clean up at various schools. Empties trash cans and picks up litter as needed especially before and after games. Cleans corridors/hallways after school and when necessary during the day. Cleans up after special events.

6. Spreads salt and removes ice and snow from walkways.

7. May clean and disinfect outdoor restrooms, drinking fountains, and other outdoor facilities.

8. Performs periodic clean up of all district sites.

9. Performs other duties as assigned.

Supervision exercised: An employee in this position serves as supervisor to a small staff of employees, responsible for training, assigning and reviewing work, as well as performing the same or related work at least 50 percent of the time. May assist in selection and evaluation of employees.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk approximately 7-8 hours per day. Employee's job requires frequent bending/stooping, frequent squatting/crouching and frequent pushing/pulling.

Employee's job requires occasional carrying/lifting of up to 75 pounds and frequent lifting up to 50 pounds to empty 55 gallon trash cans, lift 40 pound bags of fertilizer, and mark athletic field. Job requires employee to use both feet for repetitive movements as in operating foot controls. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate motorized equipment, to see area to be cleaned, mowed, weeded, etc. Employee must possess hearing/speaking ability to communicate with fellow workers, athletic judges, and the students/public.

Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job requires working in the outdoors with temperature changes; operating motorized equipment and exposure to toxic chemicals, dust, fumes, and gases, etc.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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