



Job Title: Grounds Maintenance Foreman
Department: Maintenance
Reports To: Grounds Supervisor
FLSA Status: Non Exempt
Salary Schedule: MN lane 04

SUMMARY

As directed by Grounds Supervisor, the Grounds Maintenance Foreman is responsible for the mowing and general care of the school district grounds and supervises the district mow crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Perform work plans and specifications as assigned by Grounds Supervisor through verbal communication and work orders.

Applies basic safety procedures in order to perform duties in such fashion as to avoid injury to self and others, particularly school children. Instruct members of the mow crew in the above procedures.

Loads mowing, excavating, and other equipment through use of trucks and equipment trailers, competently, securing said equipment and safely navigating through traffic in order to deliver equipment to various job sites.

Schedules all jobs to ensure maximum efficiency of crew and equipment; plan travel routes to ensure maximum safety to crew and to other drivers.

Directs and assists the Maintenance Mechanics in cleaning and servicing all equipment. Consults with mechanics and recommends grounds equipment repairs and future equipment purchases to the Grounds Supervisor.

Mows and maintains all lawns and grounds.

Consults with the Grounds Supervisor on hiring of new personnel.

Trains new mow crew personnel. Performs safety training for mow crew personnel.

Operates mowers/grounds equipment and works as a member of mow crew.

Conducts and performs fall leaf pick up, aeration, and reseeding.

Performs winter asphalt crack sealing.

Performs fertilizing as directed by the Grounds Supervisor.

Performs special projects as directed by Grounds Supervisor.

Assists or be assisted occasionally by irrigation crew.

Attends meetings, trainings, and seminars as directed by the Grounds Supervisor.

Reports and relays grounds problems and custodian concerns to the Grounds Supervisor.

Cleans and services grounds equipment and follows operating procedures.

Operates the following tools and equipment, competently and safely:

- Zero turn mid mount commercial mowers
- Six, nine, twelve, and sixteen foot swath, retractable deck, rotary mowers
- Landscape tractors equipped with front-end loader, three point hitch, and power take-off
- Skid Steer Uni-loaders with loader, backhoe, trencher, and hole auger attachments
- Full size backhoes, power lawn and parking lot sweepers, land planes, power and tow behind lawn aerators, fertilizer spreaders, grass seeders, industrial air compressors, heat generating pump operated asphalt crack sealers, compressed air powered jack hammers, shovels, rakes, all hand tools
- Gas power hedge shears, string trimmers, and air blowers
- Electric and battery powered saws, saw alls, drills, and hammer drills

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibilities over all members of the mow crew.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have, or obtain within 1 year of hire date, a valid Utah CDL License.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach, lift, carry, pull and reach with hands and arms. The candidate is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The candidate must regularly lift and move up to 25 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and machinery. The employee will be exposed to outdoor weather conditions including darkness, harsh sunlight, rain, snow, cold and heat. The employee is frequently exposed to fumes, airborne particles, dust, dirt, and toxic chemicals. Employees will be exposed to vibration from the operation of machinery. The employee is occasionally exposed to high, precarious places and risk of electrical shock.

The noise level in this work environment is usually loud.

Prepared By: Maintenance Department		Date: 01/06/2005	
Approved By: Executive Director, Human Resources		Date: 01/31/2005	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 03/21/2013
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 05/01/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Custodial Coordinator	Date: 02/24/2022
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	