

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: GROUNDKEEPER FOREMAN

SALARY: RANGE 36 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Maintenance and Grounds Supervisor, oversee, inspect, expedite, and participate in grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas; train and provide work direction and guidance to assigned personnel; maintain playground equipment, fences, concrete/asphalt areas; set up equipment or apply chemicals for pest and weed control; ensure all assignments are completed in a safe, proper, and timely manner.

DISTINGUISHING CHARACTERISTICS:

Groundskeeper Foreman oversees Groundskeepers I and II and performs a variety of standard and advanced grounds maintenance and gardening duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

As team leader, oversee and participate with grounds staff in standard and advanced grounds maintenance and gardening activities in the beautification of organization-wide grounds and landscaped areas.

Assist in establishing grounds maintenance time lines and priorities and expedite as necessary; ensure related activities comply with established codes, standards, policies and procedures.

Inspect all grounds related work to ensure code compliance and efficient completion; address and resolve personnel concerns to task completion.

Train and provide work direction and guidance to assigned personnel; arrange employee schedules and assign daily duties to grounds maintenance personnel.

Assist the Maintenance and Grounds Supervisor in managing resources to formulate and complete departmental goals.

Estimate labor, material and equipment needed for grounds maintenance projects; monitor inventory levels of grounds maintenance materials and equipment; order, receive and maintain inventory of materials and equipment.

Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.

Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.

Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, walkways, parking lots, playgrounds, athletic fields and other assigned areas; empty waste receptacles.

Perform general maintenance duties; fix broken pipes, sprinklers and cement; remove and dispose of defective or damaged materials; build and repair fences and playground equipment as assigned.

Perform work in the installation, repair and maintenance of designated irrigation systems and related parts, components and equipment; maintain a safe environment for students, staff and the public.

Operate a variety of power-driven equipment such as lawn mowers, weed whackers, chainsaws, leaf blowers, tractors, trailers, trucks, trimmers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.

Maintain grounds maintenance equipment in a safe operating condition; perform minor maintenance on equipment such as inspecting fluid levels, blades, tire pressure and other maintenance functions; transport a variety of maintenance equipment to ensure the availability of materials required at job site.

Apply pest control methods to eradicate weeds and other pests according to established procedures.

Maintain routine records related to assigned activities.

Move and arrange furniture and equipment as requested; set up equipment for special events as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Principles of training and providing work direction.
- ▶ Current landscape industry and safety codes.
- ▶ Tools, materials, procedures, and terminology used in the landscape industry.
- ▶ Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- ▶ Methods, equipment and materials used in gardening and groundskeeping work.
- ▶ Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- ▶ Operation and maintenance of hand and power tools and equipment used in groundskeeping.
- ▶ Herbicides and other chemicals used in grounds maintenance.
- ▶ Methods and materials used in controlling weeds and other pests.
- ▶ Health and safety regulations.
- ▶ Proper lifting techniques.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.

ABILITY TO:

- ▶ Lead, direct, instruct, and oversee groundskeepers, assistants, and helpers.
- ▶ Work accurately from blueprints, drawings, and sketches.
- ▶ Diagram, make calculations, and compile written job reports.

- ▶ Perform a variety of standard and advanced grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- ▶ Mow, edge, water, weed, fertilize, rake and cultivate lawns, flowerbeds, athletic fields and other landscaped areas.
- ▶ Maintain athletic areas in a safe condition.
- ▶ Operate hand and power tools and other equipment used in grounds maintenance.
- ▶ Apply specialized chemicals to control and eradicate weeds and other pests.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Understand and follow oral and written instructions.
- ▶ Communicate effectively both orally and in writing.
- ▶ Observe health and safety regulations.
- ▶ Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience with NUSD performing the duties of Groundskeeper I and Groundskeeper II or one year of experience as a landscape or grounds supervisor.

OTHER REQUIREMENTS:

- ▶ Qualified Applicators Certificate from CA Department of Pesticide Regulations.
- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Outdoor work environment.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust, odors, oil/grease, and gases.
- ▶ Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate grounds maintenance equipment.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Seeing to read a variety of materials and perform gardening and grounds work.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.
- ▶ Sitting to operate tractors, mowers and other machines.

- ▶ Walking or standing for extended periods of time.
- ▶ Climbing ladders and working at heights.
- ▶ Heavy physical labor.

POTENTIAL HAZARDS:

- ▶ Working around and with machinery having moving parts.
- ▶ Flying debris.
- ▶ Exposure to chemicals and fumes.
- ▶ Working at heights.
- ▶ Driving a vehicle during adverse weather conditions.