



FOREMAN II-GROUNDS

DEFINITION:

Under the supervision of the assigned supervisor, provides a variety of skilled and semi-skilled work related to the maintenance and repair of District grounds, landscaping and irrigation; assists in specifications for new equipment and other functions related to the grounds field as assigned.

DISTINGUISHING CHARACTERISTICS:

The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman I classification is the entry-level classification in the Foreman series. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in planning, estimating and scheduling grounds-related work to be done.
- Inspects and ensures quality control of completed grounds work per established procedures.
- Assists construction inspectors in the inspection of new schools under construction as assigned; checks drawings and plans per established procedures.
- Supervises and evaluates the work of assigned personnel in the grounds department; conducts training programs for assigned grounds crews for improved performance; assists in interviewing and selecting grounds personnel.
- Prepares, maintains and submits records, reports and files related to assigned activities.
- Arranges work schedules for emergency, routine and periodic grounds-related maintenance as assigned.
- Assists in the development of the departmental budget.
- Assists with performing a variety of skilled maintenance work as needed.
- Evaluates and assesses materials and equipment needed for projects and assigns tasks.
- Operates a variety of assigned grounds equipment; utilizes computer and assigned software; drives a vehicle to conduct work.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, materials and equipment used in grounds, landscaping and irrigation.
- Plants adapted to the climate with regard for those varieties suitable for school grounds.
- Principles of training and supervision.
- Operation of a computer and assigned software.
- Applicable laws, codes, regulations, policies and procedures.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Safely and proficiently use tools and equipment common to the grounds trade.
- Provide repair estimates.
- Oversee the work of others.
- Understand and carry out oral and written instructions.
- Work evening and variable hours as required.
- Prepare and maintain accurate reports, files and records.

- **Observe health and safety regulations.**
- **Plan and organize work.**
- **Prioritize and schedule work.**
- **Meet schedules and time lines.**
- **Establish and maintain cooperative and effective working relationships with others.**
- **Communicate effectively both orally and in writing.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and four years' grounds maintenance experience, including three or more years in a lead or supervisor role.

LICENSES AND OTHER REQUIREMENTS:

- **Valid California Class C driver's 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.

- **Dexterity of hands and fingers to operate a variety of grounds equipment.**
- **Walking or standing for extended periods of time.**
- **Seeing to perform grounds duties.**
- **Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.**
- **Bending at the waist, kneeling or crouching.**
- **Reaching overhead, above the shoulders and horizontally.**
- **Climbing ladders and working from heights.**

WORK ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a vehicle to conduct work. 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. Hazards include:

- **Exposure to chemicals used in related grounds activities.**
- **Working around and with machinery having moving parts.**
- **Working on ladders.**

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