

FOREMAN - MAINTENANCE SERVICES

Purpose Statement

The job of Foreman - Maintenance Services was established for the purpose/s of assisting with the provision of day-to-day work direction to assigned grounds maintenance services crews; performing the full range of general and varied grounds maintenance, landscaping and outside facility maintenance duties at District sites; procuring supplies and equipment; overseeing assigned workers; and monitoring work in compliance with District work standards and quality control practices.

This job reports to Supervisor - Maintenance Services

Essential Functions

- Acts in behalf of the Supervisor-Maintenance Services in his/her absence for the purpose of supervising staff.
- Assists in the development, implementation, and monitoring of computerized grounds management systems for the purpose of maintaining inventory, preventive maintenance and grounds enhancement programs, asset management and work order systems.
- Collaborates with Supervisor-Maintenance Services for the purpose of receiving and/or conveying information required to perform functions.
- Conducts grounds inspections to ensure work meets district standards of quality for the purpose of identifying opportunities that enhance aesthetics of grounds.
- Coordinates the safety and security of the employees and property for the purpose of minimizing exposure to injury, loss and/or liability.
- Coordinates with Supervisor-Maintenance Services and other site administrators for the purpose of adjusting irrigation schedules, spraying schedules, and field preparation.
- Ensures proper equipment is available and used for the purpose of protection and safety of staff.
- Implements the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjustment to work schedules in response to changing priorities; and documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.
- Informs personnel regarding procedures and/or status of work orders (e.g. changes in codes, report deficiencies, technical support/training, project updates, etc.) for the purpose of providing information for making decisions, taking appropriate action, and/or complying with health and safety regulations.
- Operates heavy equipment (e.g. trucks, tractors, mowers, back hoe, dump trucks, etc.) for the purpose of maintaining district grounds.
- Orders supplies and materials for the purpose of carrying out assigned duties.
- Oversees assigned maintenance services personnel and daily activities and operations (e.g. training, scheduling, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in annual performance evaluations of grounds maintenance services staff for the purpose of evaluating staff.
- Participates in the development of safety policies and grounds maintenance protocols for the purpose of maintaining a safe working environment.

- Performs a wide variety of work (e.g. irrigation repairs and maintenance, snow removal, grounds maintenance, fence installations, turf maintenance and installation, parking lot maintenance, asphalt and concrete repairs, playground installation and maintenance, pickup and deliver furniture and other items, etc.) for the purpose of maintaining a safe work environment and/or ensuring completion of work in accordance with district standards and practices.
- Prepares written materials (e.g. pesticide application records, playground inspection and maintenance records, etc.) for the purpose of maintaining a safe work environment and accountability for audit purposes.

Other Functions

- Attends meetings for the purpose of receiving and/or conveying information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating landscaping and grounds-related equipment; irrigation and basic computers; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of grounds care; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions; and ability to read, write, and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 55% walking, and 25% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Pesticide Applicator's License within six months of hire
Valid Driver's License & Evidence of Insurability
CDL within six months of hire

Continuing Educ. / Training

Arborist training
Playground Inspection training
Fire Extinguisher Service training

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

4/1/2011

Salary Grade

Classified 52

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____