

Range: 39
Hours: 8
Week: 40
Month: 12

SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Grounds Foreperson

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To plan, organize, and supervise groundskeeping services and personnel engaged in the upkeep and maintenance of campus grounds; to train and instruct groundskeeping employees in established work methods and procedures; and to maintain campus grounds in a safe and clean fashion as required. Employees in this classification receive limited supervision within a framework of standard policies and procedures. The Grounds Foreperson is a hands on working supervisor with responsibility to train, direct and coordinate the work of others.

SUPERVISOR: Director of Physical Plant

TYPICAL DUTIES:

- As a working foreperson, inspects campus on a daily basis to plan, organize, coordinate and supervise the work of District grounds personnel engaged in the installation and maintenance of all campus grounds and athletic facilities.
- Trains and instructs grounds staff in established work methods and procedures.
- Establishes, schedules and prioritizes assigned grounds projects and activities.
- Assists in preparing and monitoring budget for grounds maintenance.
- Oversees and participates in the trimming and pruning of plants, trees and shrubs.
- Directs and participates in the application of pesticides and herbicides.
- Purchases necessary equipment and supplies.
- Installs, programs and maintains irrigation control clocks and sprinkler systems.
- Sharpens reels on gang lawnmowers.

Typical Duties (continued):

- Operates and directs personnel engaged in the operation of power or gang mowers, trenchers, tractors, trucks and a variety of power hand tools and related attachments.
- Prepares a variety of reports and correspondence related to grounds projects.
- Monitors storm water discharge monthly and prepares report in accordance with requirements of the Water Quality Control Board.
- Monitors trash disposal and compaction program for insuring cost avoidance.
- Plans, designs, oversees, supervises, and participates in the installations and maintenance of campus landscaped areas.
- Prepares drawings and blueprints related to grounds projects.

EMPLOYMENT STANDARDS:

Possession Of:

- Current valid and appropriate California Driver's License.
- Certified applicator's license for pesticides or ability to obtain within one year.

Knowledge Of:

- Groundskeeping and gardening methods, techniques and practices.
- Plant culture including selection and care of trees, shrubs, seasonal flowers and grasses.
- Safe use, maintenance, repair and operation of groundskeeping tools, power equipment and sprinkler systems.
- Safe and proper care, use, and application of pesticides, herbicides and fertilizers.
- Proper supervisory methods and practices.
- Proper methods, techniques and tools used in the maintenance and installation of sprinkler systems, fences and irrigation control clocks.

Employment Standards (continued):

ABILITY TO:

- Schedule and prioritize groundskeeping operations and projects.
- Effectively and safely use hand and power tools and equipment associated with groundskeeping and gardening work.
- Train, direct and supervise the work of others.
- Plan, design, blueprint and oversee the construction and maintenance of landscaped areas.
- Effectively communicate in both oral and written forms.
- Establish and maintain records and files and prepare reports.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Meet attendance requirements.

EDUCATION/EXPERIENCE:

- Background of progressively responsible experience in landscape design and landscape maintenance with two years of supervisory or administrative experience preferred.
- A.A. degree in Ornamental Horticulture or equivalent training and experience.

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