

Killeen Independent School District Job Description

Job Title: Grounds Care Foreman
Department: Facilities Services
Reports To: Grounds Care Specialist
FLSA Status: Non-exempt

SUMMARY

Coordinates the grounds care maintenance of Killeen Independent School District property.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Supervises the campus, central office, and support facilities grounds maintenance activities of the Grounds Care Zone Leads and corresponding crews. Maintenance activities include mowing, edging, and trimming school grounds. This does not include athletic grounds maintenance.

Performs the activities of a grounds maintenance worker.

Oversees the maintenance of grounds care equipment to include tractors, mowers, edgers, and trailers.

Operates motor vehicles and engine powered equipment.

Transports grounds equipment to worksites and repair facilities as required.

Performs other duties as assigned by the Grounds Care Specialist.

SUPERVISORY RESPONSIBILITIES

Manages five subordinate supervisors who supervise a total of 20 employees in grounds care. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training and counseling employees; planning, assigning, and directing work; and appraising performance.

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), and five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess current Class B Texas Commercial Driver's License (CDL).

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 regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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 outside weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud.

Prepared By: John Paradice, Auxiliary Personnel Specialist

Prepared Date: December 11, 1998

Reviewed/Revised By: John Paradice, Auxiliary Personnel Specialist

Reviewed/Revised Date: June 28, 2006

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.