

## **Killeen Independent School District Job Description**

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

### **SUMMARY**

Supervises and coordinates the grounds utility maintenance and repair activities of Killeen Independent School District property.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Supervises grounds maintenance activities (playground equity, paving, concrete paving and flatwork, exterior signage, and erosion control) of the Grounds Utility Zone Leads and corresponding crews.  
Performs the activities of a grounds utility lead and worker.  
Performs asphalt pavement repair and traffic pavement marking.  
Installs and repairs chain link fence, other types of fence, gates.  
Repairs playground equipment.  
Removes rough or defective spots from concrete surfaces, and patches holes with fresh concrete or epoxy compound.  
Breaks up and repairs old concrete surfaces.  
Removes graffiti.  
Installs and repairs exterior signage.  
Follows all applicable safety codes and standards.  
Responds to emergency situations outside of normal working hours as required.  
Operates motor vehicles and engine powered equipment.  
Transports grounds equipment to worksites and repair facilities as required.  
Oversees the preventive maintenance of grounds utility equipment.  
and dump trucks.  
Performs other duties as assigned by the Grounds Care Specialist.

### **SUPERVISORY RESPONSIBILITIES**

Manages two subordinate supervisors who supervise a total of six employees in grounds utility. 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 planning, assigning, and directing work; 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 two years prior experience in grounds and lawn care, grounds care equipment maintenance, and employee supervision required.

**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 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.

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.

**Revised Date:** September 15, 2016

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.