

Union Public Schools Job Description

Position Title: Grounds Foreman
Department: Maintenance
Reports To: Director of Facility Services

FLSA Designation: Non-exempt

SUMMARY: Oversees the grounds of all facilities in a pleasing and professional manner, conducive to an educational environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Oversees mowing, edging, trimming, planting, conditioning or any other accepted horticulture practice.
- Supervises the safe operation and maintenance of grounds equipment.
- Supervises payroll check disbursement for all employees.
- Works in adverse weather conditions.
- Completes required documentation.
- Presents a positive and professional image of the Maintenance Department.
- Transports and/or set up equipment for social, athletic, or other District activities.
- Manages the completion of work orders in a timely manner.
- Completes yearly evaluations of Grounds staff.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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 one to three months related experience and/or training; or equivalent combination of education or experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid current Oklahoma driver's license.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS: Ability add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work well alone and with other as assigned. Ability to communicate effectively.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 100 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move items weighing up to 90 pounds such as furniture. **Duties include outside work.** Specific vision, depth perception, and the 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 regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate to loud.