

Job Description

TITLE: Grounds Foreman

REPORTS TO: Director of Buildings and Grounds

MINIMUM QUALIFICATIONS:

1. High School Graduate or equivalent
2. First Class Boiler License
3. Drivers License
4. Turf and Ornamental License

PERFORMANCE RESPONSIBILITIES:

This position performs full scope of grounds work in summer and winter. This position maintains ground equipment and operates snow and grass mowing equipment. Overtime and unusual work hours will be required. The person will be required to work during special school activities. The person can be called to substitute for absent Buildings and Grounds department personnel. The incumbent performs other duties as may be assigned.

DUTIES:

1. Primary responsibilities are elementary buildings, Austin High School complex, Ellis Middle School.
2. Irrigates, weed and pest controls, fertilizers, mows, aerates, seeds, and renovates all district turf.
3. Sweeps, repairs, seals cracks, and controls vegetation growth in paved areas.
4. Prunes, mulches, fertilizes, controls pests, and renovates woody plants and flower beds.
5. Prepares all Ellis fields for athletic events as scheduled by the Athletic Director.
6. May be required to clean and maintain Wescott Field House and grounds.
7. Cleans grounds after athletic events.
8. Supervises snow removal throughout the district from all areas, and spreads sand or salt in slippery areas.
9. Adjusts, lubricates, cleans, and repairs all grounds equipment. Prepares lawn equipment and snow equipment for use.
10. Removes and transports special equipment from school to school.
11. Makes the call when to plow snow and call people in to work.
12. Orders grounds supplies and repair parts.
13. Inspects and repairs playground equipment and surfaces.
14. Supports all central maintenance activities as defined by Director of Buildings & Grounds.

ADDITIONAL DUTIES:

1. Substitutes for Custodian Engineers, Assistant Custodian Engineers, and custodians as assigned by Buildings and Grounds office. Performs all tasks of the assigned position.