



**Job Title:** Grounds Foreman                      **Wage/Hour Status:** Non-Exempt  
**Reports To:** Grounds Supervisor                      **Pay Grade:** Maintenance Pay Group 3  
**Dept. /School:** Maintenance Department                      **Date Revised:** 10/26/2011

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**Primary Purpose:**

Supervise daily activities of grounds maintenance operation to ensure district grounds are safe, neat, and attractive.

**Qualifications:**

**Education/Certification:**

Valid Texas driver's license  
High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of landscaping and grounds maintenance  
Ability to read and understand written instructions  
Ability to communicate (verbally)  
Ability to operate heavy equipment, including backhoe and trencher  
Ability to operate riding or power mower, power tools, and hand tools  
Ability to direct and supervise personnel and coordinate grounds operations  
Ability to attend school and seminars to help obtain necessary license

**Experience:**

Five years experience in gardening and landscape maintenance  
Two years supervisory experience

**Major Responsibilities and Duties:**

**Grounds Maintenance and Landscaping:**

1. Mow and detail all district grounds, including athletic fields.
2. Assess conditions of trees, shrubs, and vegetation and report problems to supervisor for treatment.
3. Plant shrubs and vegetation.
4. Prepare athletic fields for games, including chalking fields.
5. Distribute sand (top dress) on aerated areas as needed.
6. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
7. Do preventative maintenance checks on sprinkler systems.
8. Oversee and assign duties to zone/crew personnel as required.
9. Properly operate heavy equipment mowers and associated equipment.

**Safety:**

10. Operate tools and equipment according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
13. Help keep vehicles; equipment, and tools are in safe operating condition.
14. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

**Other:**

15. Transport workers and equipment to work sites throughout the district.
16. Other duties as assigned.

**Supervisory Responsibilities:**

Crew leader and ground crew

**Equipment Used:**

Tractor and associated attachments, mowers riding and power; gas-powered weed trimmer; blower; edger; sprayer; striping machine; garden and hand tools; posthole auger, aerator. Light truck or van.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Moderate walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Frequent district wide travel. Exposure to slipper and uneven walking surfaces.

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