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<b>TITLE:</b> Grounds Foreman	<b>JOB CODE:</b> 2450
<b>DEPARTMENT:</b> Parks and Facilities	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> February 2012	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> March 30, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under limited supervision of the Building & Grounds Supervisor, performs a variety of administrative, supervisory and semi-skilled tasks in the maintenance and operation of buildings, grounds, parks, open spaces, and recreation structures.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises parks maintenance workers, assigned community service workers, and temporary employees as required.
- Manages and supervises a maintenance crew responsible for an assigned number of parks or public grounds; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; coordinates department activities with other departments and agencies as needed.
- Provides advice to supervisors; communicates official plans, policies and procedures to staff and the Administrative public in assigned area of responsibility.
- Assures that assigned areas of responsibility are performed within budget; assures effective and efficient use of personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Operates a motor vehicle to assist in carrying out the business of the department and the County.
- Maintains harmony among workers and may deal with grievances.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Lays out daily work schedules and assigns tasks to appropriate individuals and coordinates the completion of the same.
- Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, and safety and health standards.
- Determines calculations and secures the appropriate materials and supplies for a specific project.
- Improves work methods to accomplish assigned work.
- Assists in projecting needs for equipment, materials and supplies.
- Assures that tools and equipment are properly maintained and kept in proper working condition.
- Prepares and maintains daily, monthly, and annual reports and records, as assigned.
- Responds to public inquiries; provides information within scope of knowledge and position.
- Oversees and assists in the mowing and maintenance of park and open space areas; mows weeds; oversees and assists in the maintenance of sprinkler systems and the repair and installation of sprinkler lines and heads.
- Oversees the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the County's parks and open spaces.

## **Job Description**

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- Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Attendance is an essential function of this position.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Required Knowledge and Skills:**

- Considerable knowledge/experience with chemicals, fertilizers and other materials used in the treatment of grass, shrubs and flowers.
- Considerable knowledge/experience with installation, utilization and maintenance of landscape watering systems. Including but not limited to drip systems, sprinkler systems and bubblers and all related equipment.
- Knowledge of occupational hazards and safety rules and regulations in the operation of motorized equipment and chemicals.
- Working knowledge of first aid and applicable safety precautions.
- Knowledge of County policies and procedures.
- Skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals. Skill in the use of basic mathematics.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.
- Ability to use equipment and tools listed properly and safely. Skill in the operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing. Ability to understand, follow and transmit written and oral instructions.
- Ability to establish and maintain working relationships with co-workers, supervisors, other County personnel and the public.

### **Education and Experience**

- High School Diploma or G.E.D. equivalent and five (5) years of experience in Landscape/grounds maintenance, at least two of which have been with a park system, or any equivalent combination of relevant education and experience.
- Knowledge of chemicals and New Mexico herbicide public applicator's license required, or ability to obtain license within ninety days of entry into position.
- Cultural skills as related to turf, trees, flowers and shrubs.
- Valid State of New Mexico Commercial Driver's License (CDL-Class A), with an acceptable driving record for past three years, or ability to obtain within six months of employment.

### **Environmental Factors and Conditions/Physical Requirements:**

- 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. This position requires a baseline audiometric examination.
- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools,

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or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds. Specific abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and hot and cold weather conditions; fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.
- 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. The noise level in the work environment is usually loud.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

#### Equipment and Tools Utilized:

- Pickup truck, lawn and landscaping equipment including tractors, mowers, aerifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, Sand Pro, Cushman Truckster, John Deere ATV, Cushman Topdresser, Cushman Sprayer, fertilizer hopper, soil sifter, sod cutter, string trimmers; front-end loader/tractor, backhoe, dump truck, skid loader, fork lift, miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; jack hammers, welders, steam cleaners, buffers, washers, pumps, boiler, valves, filtration devices, gauges, etc., telephone, mobile radio and calculator.

#### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_