



GROUNDS FOREWORKER

FC: MA335
PG: FP-MAINT

PC: 825
BU: 06
April 1988

DEFINITION

Under general supervision, plans, directs and reviews the work of crews or an assigned shift in the maintenance of landscaped and non-landscaped ground areas; provides for the instruction of staff in work and safety procedures; performs related work as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of crews or a shift in the area of District grounds maintenance. Work assignments to be completed are provided by a full supervisory class and the foreworker is responsible for ensuring that the work is completed satisfactorily during the shift. While the foreworker is responsible for initial appraisal and documentation of performance, employee selection and major personnel decisions are left to the full supervisor in charge.

EXAMPLE OF DUTIES

1. Plans daily and monthly work schedules and projects in accordance with assigned work list.
2. Assigns work to individuals or crews and ensures that the work is done to accepted standards and within an established time frame.
3. Determines needed materials, equipment, supplies and labor to complete assigned work; determines if work should be completed by other shifts.
4. Provides on-the-job instruction in work procedures and the proper and safe operation of tools and equipment.
5. Interprets District policies and procedures to employees.
6. Periodically inspects tools and equipment to ensure they are in safe working order.
7. Plans and conducts safety meetings; cooperates with District safety staff on safety matters.
8. Inspects District's landscaped and non-landscaped areas to determine maintenance requirements.
9. Notifies appropriate departments and District management of maintenance needs or potential hazards to trains or property.
10. Inventories tool lockers to account for District property; performs minor maintenance on tools or

equipment or sends them to the repair shop.

11. Recommends tool and equipment replacement or retirement.
12. Maintains records and prepares a variety of periodic reports regarding grounds maintenance activities.
13. Reads and interprets drawings, charts and instruction manuals.
14. Conducts inspections of work performed; prepares reports of work performed, labor hours and materials used;

QUALIFICATIONS

Knowledge of:

Principles and practices of landscaping, irrigation, drainage, fence and paving maintenance; pest control methods and products; proper and safe operation of power tools and equipment used in landscaping and grounds maintenance; basic supervisory principles and practices including work assignment, instruction and review; procedures for ordering and requisitioning parts, tools and supplies.

Skill in:

Planning, assigning, directing and reviewing the work of grounds maintenance staff; instructing staff on work and safety procedures; reading and interpreting drawings, diagrams and operating manuals; identifying and controlling undesirable plants and vegetation on District property; analyzing problems and determining scope of work required and recommending approach to the work; exercising sound independent judgment within established guidelines; maintaining an inventory of necessary tools, equipment and materials; preparing accurate records, logs and reports; ensuring the safe operating condition of equipment, tools and safety equipment; determining replacement or retirement of tools and equipment; establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must have sufficient physical mobility to inspect work sites.

A typical way of gaining the knowledge and skills outlined above is:

Two years of journey level experience in the grounds and landscaping maintenance work; trade or technical school training in landscaping or horticulture is desirable.