

Grounds Foreman



Reports To: Director of M&O
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: PSE of Wenatchee-M&O
EEO Class: 8
Revised Date: April 2011

SUMMARY

The Grounds Foreman position maintains school grounds in top condition to ensure full and productive use of district facilities. This position is also responsible to utilize the combined resources of the grounds department to collaboratively maintain the Wenatchee School District grounds to the highest standard.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintenance of playground facilities.
- Full range of landscaping including, but not limited to; moving, edging, pruning, weed control both chemical and manual fertilizing, sidewalk and parking lot cleanup of debris.
- Assist M&O Director with the planning and utilizing of grounds crew, including seasonal crew.
- Thorough knowledge of irrigation; systems, design, maintenance and troubleshooting.
- Work closely with Athletic department to ensure proper field striping and maintenance.
- Snow removable and sanding.
- Assist M&O Director on scheduling grounds appropriately to meet the needs of the Wenatchee School District.
- Maintains an inventory and recommends purchase of supplies, tools and equipment.
- Assist M&O Director with mowing schedule and other activities to eliminate equipment conflicts.
- Assist with the planning of winter and special projects.
- Drive service equipment as required; load and unload materials and supplies.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

EDUCATION AND EXPERIENCE

- High school graduate or equivalent.
- Two years experience in the area of planning and maintaining irrigation systems.
- Two years experience in athletic turf and landscaping care.
- Must have current Washington State Driver License.
- Excellent computer skills using Microsoft Word and Excel.
- Excellent organization skills.
- Ability to relate well to students and staff.
- Attendance and punctuality are important in this position.
- Certified in pesticide and herbicide applications.

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 regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push

and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and 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 is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles. The employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions year round. The noise level in the work environment is usually moderate.