

GENERAL MAINTENANCE SERVICE FOREMAN FOR GROUNDS

Description of Duties and Responsibilities

Under the direction of the Director of Physical Plant, the General Maintenance Service Foreman for Grounds shall:

1. Assume responsibility for maintaining high standards of upkeep for lawns, yards, fields, grounds, machinery, and vehicles, pick-up and delivery service, and waste disposal as needed.
2. Keep abreast of new developments, methods and uses of fertilizer, insecticides, weed killers, and such restrictions of the use of same as the law requires due to environmental safeguards.
3. Supervise and direct general maintenance employees and student assistants assigned to ground care duties and vehicle maintenance.
4. Establish standards of high quality and efficient job performance for those supervised and maintain work schedules and assignments for employees under his/her supervision.
5. Assist the Director of Physical Plant with the selection of employees to be assigned duties in the area of responsibility for grounds care involving seeding, mowing lawns, planting, snow removal, sweeping and all such work on exterior areas of the campus as is required.
6. Evaluate at least annually the performance of personnel under his/her supervision and review evaluations with the employee. New employees shall be evaluated at least two times during the first six months of employment.
7. Assist the Director of Physical Plant with the budget including requests for machinery and equipment required for grounds care.
8. Evaluate materials and equipment used and make recommendations for improvements.
9. Assume responsibility for follow-up on work orders involving repair of vehicles, maintenance of vehicles, repair of parking lots and walks, and moving or placement of equipment for special events.
10. Approve time or attendance reports of employees under this area of responsibility.
11. Assist with locking or unlocking buildings and security checks for the necessary functioning of this institution of learning.
12. Perform other related duties as assigned by the Director of Physical Plant.

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