



EMPLOYEE NAME: _____

Revised: 12/88; 12/91; 8/92; 11/92; 5/93; 11/94; 2/97;3/04;5/04;4/08;3/10;3/24

JOB DESCRIPTION

POSITION TITLE: Foreman, Groundskeeper, Maintenance	JOB CODE: 456A (TRS Eligible)
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank A (NW01) plus Foreman Supplement
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Assists Maintenance Supervisor by providing leadership and job oversight in the daily operations of grounds staff.	
REVISION DATE(S): 3/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver’s license with Class A - CDL endorsement; State Unrestricted pesticide license category 24
3.	Experience: 3 years’ experience as a lead or supervisor in lawncare/landscaping
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances
5.	Proficient Skills: Written and oral communication; computer skills; knowledgeable about all aspects of grounds maintenance; ability to operate all tools correctly and safely, County vehicles and equipment; high degree of technical and mechanical competence to troubleshoot equipment problems; leadership and organizational skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides direction to grounds staff; generates and schedules all grounds maintenance activities; tracks assigned work to ensure it is completed in a timely and accurate manner.
3.	Provides feedback to Maintenance Supervisor in the event of personnel or job performance issues.
4.	Keeps vehicles and equipment fueled.
5.	Requisitions required parts and materials.
6.	Provides equipment safety training for all grounds employees.
7.	Promotes good relations and displays a positive image with customers, the public and peers.
8.	Maintains a professional appearance in accordance with CCSD dress policies.
9.	Provides periodic 24 hours a day, 7 seven days a week on-call support.
10.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
11.	Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests.
12.	Returns any parts overages to inventory.
13.	Maintains all tools and equipment necessary to perform the responsibilities of the position.
14.	Plans, stages, and completes the cleaning, inspection, maintenance, and installation of all types of equipment assigned to the trade.
15.	Initiates and completes assigned projects in a timely and accurate manner.

16.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____