

JOB DESCRIPTION
Essex County, VA

Job Title	Grounds Working Foreman
Department	Facilities Management
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Director of Facilities
Supervises:	Work Leader, oversees, directs & monitors Maintenance Assistant

JOB SUMMARY/PURPOSE

This position performs responsible technical and supervisory work in the day to day grounds maintenance and upkeep of all County complexes. This position plans, schedules, and leads work of others and performs the work including mowing, landscaping, seeding and fertilizing, moving of materials, tree trimming and removal, trash removal, snow and ice removal and coordinates and oversees contractors as needed. The Grounds Supervisor is responsible for the supervision of grounds maintenance programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below 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.)

- Responsible for oversight and supervision of grounds maintenance operations with in-house staff and contractors (including, pool grounds, county building complex, farmers market, some work at little league fields, other county operated grounds, sidewalks and parking lots);
- Performs and supervises lawn care maintenance, landscaping, tree removal and trimming, snow and ice removal, trash removal, repair of sidewalks and parking lots and related services for all County ground complexes;
- Operates equipment as needed to complete duties;
- Maintains vehicles, tractors, loader, mowing equipment, leaf blowers, trimmers, saws, and other equipment including performing oil changes, fabrications, welding, replacing parts, etc.;
- Responsible for setting up farmers market and painting lines for each stall
- Assists Maintenance Supervisor as needed with building maintenance projects such as replacement of lighting, moving furniture, basic carpentry, replacement of building filters, painting County complexes as required;
- Monitors, directs and oversees work of Maintenance Assistant and oversee contractors and vendors doing grounds maintenance;
- Assist Director of Facilities with budge for Grounds Maintenance
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;

- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with grounds maintenance trends, and maintains CDL License;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma and over 3 years of responsible supervision of grounds maintenance or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Vehicle and/or equipment mechanical experience preferred

Licenses or Certificates:

- Valid Virginia CD driver's license and a good driving record

Knowledge, Skills and Abilities:

- Knowledge of grounds maintenance including lawn mowing, seeding and fertilizing, landscaping, snow and ice removal;
- Knowledge of the safe and effective use of, vehicles, mowing equipment, tractors, loaders hand and power tools and other equipment;
- Some knowledge of basic HVAC systems, plumbing repairs and carpentry;
- Skills in diagnosing and repairing mechanical equipment such as vehicles and lawn care equipment
- Skill in using CDL Vehicle, tractor, loader, and zero turn mower
- Ability to plan and organize ground maintenance services and to prioritize projects;
- Ability to exercise direction and good judgment in applying and interpreting departmental policies and procedures;
- Ability to maintain effective working relationships with colleagues, employees, contractors and representatives of public agencies;
- Ability to follow oral and written instructions.
- Ability to use work order computer system to plan and schedule work

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts			X	
Risk of electrical shock	X			
Vibration			X	

Equipment Used – Computers, office equipment, CDL Vehicle, Tractor, Loader, zero turn lawn mower, hand lawn mower, mechanical tools, welding equipment, hand tools & fertilizer		X		X
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Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing - ladders		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing			X	
Other-Driving			X	
Other-Heat of Summer, Cold of Winter			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

