

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

GROUNDS SHOP ASSISTANT FOREMAN

Purpose of Class

Assists in the supervision of the Grounds Shop services and staff; supervises upkeep and maintenance of all District properties; assumes duties of the Grounds Shop Foreman in that employee's absence; performs related work as required.

Primary Function

The primary function of an employee in this position is to assist in the supervision of and participate in the duties performed by a crew of skilled and semi-skilled workers performing installation, repair, and maintenance operations. The position assists in performing supervisory services to fulfill District information and recordkeeping requirements. Duties include supervising and/or performing work associated with lawns, landscaping, sprinkler systems, playground equipment, athletic fields, driveways and parking lots, and undeveloped properties. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Grounds Shop Foreman. Supervision may be exercised over the Equipment Operators and Sprinkler/Irrigation Technicians as well as other Grounds Shop employees. The Assistant Grounds Shop Foreman assumes the duties of the Grounds Shop Foreman in that employee's absence. The principal duties of this class are performed in an indoor and outdoor environment, sometimes performing physically demanding and hazardous duties associated with chemicals and heavy objects, and dealing with adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Assumes duties of the Grounds Shop Foreman in that employee's absence;
- Supervises field crews on various projects;
- Reviews work orders for content, equipment needs and materials; communicates regularly with the Grounds Shop Foreman;
- Assists in prioritizing, scheduling and completing work orders; completes work orders independently when needed;
- Assists in managing Grounds Shop services, including preparing required reports, reviewing and approving timesheets and payroll;
- Meets with school and District personnel to discuss requested projects and expected outcomes;
- Monitor projects for compliance to plans and codes and monitors budgets;
- Prepares and delivers materials and fuel throughout the District;
- Supervises small projects and outside contractors; assists in supervising large projects;
- Responds to inquiries and concerns from the public;

- Performs operation, installation, maintenance, and repair of automated irrigation systems, including lines and heads;
- Repairs vandalism and performs maintenance on District facility sites;
- Inspects, maintains, and repairs receptacles, playground and recreational equipment, playing fields, structures, and signs;
- Maintains open spaces, lawns, flower beds and planting areas, and other school and public areas;
- Installs and maintains sports and playing equipment, including nets, goal posts, and field markings for soccer, volleyball, baseball, softball, tennis, basketball, and other sports;
- Purchases parts for immediate and future needs, in accordance with District policies and procedures;
- Studies specifications in blueprints, sketches or landscape plans to determine materials required;
- Initiates communication with supervisor about needed repairs or status of projects;
- Performs maintenance and minor repair on tools, equipment and vehicles;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- Assists with maintenance of Grounds Shop and related equipment;
- Maintains compound property and other parking lots using light or heavy equipment such as a grader;
- Loads and unloads materials such as sand, gravel, etc. on the compound property;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Supervision and management techniques;
- Current lawn, landscape, and horticultural methods and associated requirements;
- Light construction methods and safety practices;
- Sprinkler irrigation systems design, installation and repair;
- Tools, materials and equipment essential to grounds maintenance, construction, and repair;
- Occupational hazards and safety precautions involved in general building and maintenance work;
- Estimating grounds and landscaping project costs and materials;
- Operation of a personal computer and job-related software;
- Preparation of detailed and accurate records of work performed.

Ability to:

- Plan, direct, monitor and evaluate the work of assigned staff;
- Plan, supervise and complete a variety of grounds maintenance tasks efficiently and effectively;
- Estimate and plan lawn and landscaping projects and light construction projects;

- Troubleshoot and diagnose sprinkler, mechanical and equipment problems; perform minor repairs
- Use and maintain a variety of hand and power tools and equipment common to grounds maintenance work;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints, landscape plans, athletic field diagrams;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Operate a personal computer and job-related software;
- Operate specialized equipment such as a backhoe, tractor, and service vehicles;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintains confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED with preferred technical school or associate degree in horticulture;
- Two (2) years experience in grounds maintenance, landscaping, and/or light construction, preferably with supervisory experience; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Assistant Grounds Shop Foreman.

Licenses or Certifications

- Valid Idaho Drivers' License is required;
- Valid CDL Class A License is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints and plans, invoices and work-related manuals; prepare reports as required; to observe grounds and structures to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.