

## GROUNDS/FACILITIES FOREPERSON

FLSA STATUS - Non-Exempt

### DESCRIPTION OF WORK

Under general supervision of the Facilities Superintendent, schedules, assigns personnel and performs work on City grounds and facilities including the City cemetery.

### DUTIES-EXAMPLES OF WORK

#### ESSENTIAL DUTIES:

Performs work and leads a small crew of regular and some seasonal employees; mows grass and cares for city land in cemeteries, parks, rights-of-way and other lands; sweeps lawns, maintains sprinkler systems and programs irrigation; applies herbicides, pesticides and fertilizers; oversees janitorial work in City buildings and facilities; opens and closes graves; picks up and removes trash; removes and cares for trees, chips branches and grinds stumps; installs and maintains fences; services equipment including power saws, mowers, trimmers, tractors, back hoes and similar equipment; provides work and safety training for employees; orders chemicals and supplies; strips, waxes and buffs floors; washes windows; cleans snow from walks and drives; lays sod and plants areas; maintains and repairs heating and cooling systems; prepares journals and reports.

OTHER DUTIES: Cleans and collects lead from shooting ranges; removes and replaces shooting mats; performs record-keeping and some secretarial services; assists other departments; performs related duties.

### QUALIFICATIONS

Knowledge of the practices, techniques and principles of grounds, turf and plantings maintenance.  
Knowledge of the operation of motorized and hand-held equipment.  
Knowledge of hazards and safety practices to avoid injury.  
Knowledge of the practices and policies regarding supervision and ability to supervise others.  
Ability to plan, schedule and accomplish work in a timely fashion.  
Ability to maintain knowledge of current principles of care of facilities.  
Ability to establish and maintain effective working relationships with officials, facility users and the public.

### PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work, to lift 75 pounds and to lift and carry up to 50 pounds;  
Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;  
Possesses hand/eye/foot coordination adequate to operate equipment, a computer, floor maintenance equipment and a vehicle;  
Ability to talk and hear in person, by telephone and two-way radio and to hear equipment malfunctions;  
Ability to see and read instructions, gages, grounds needs and figures on a computer screen.

### EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and two years of experience in facilities and grounds maintenance and care; additional college level course work in horticulture or a related field is desirable.

**SPECIAL REQUIREMENTS:** Possession of a valid CDL with air brakes endorsement; certification in herbicide and pesticide application; computer skills.