

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Assistant Foreman, Grounds & Welding
Supervisor's Title: Foreman, Grounds & Welding
Date Prepared: 2/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Under the supervision of the Foreman, has the responsibility for coordinating work orders issued for the Grounds and Welding department. Handles all estimating and dispersing of Capital Outlay projects. Maintains continuity of the Grounds & Welding department in the Foreman's absence.

ESSENTIAL FUNCTIONS

- Supervises Groundskeeper Lead and monitors work performance. Plans and allocates work, lays out jobs, estimates and requests material, orders, receives, and disburses materials in conjunction with the Foreman. In the absence of the Foreman, completes necessary reports for the department office such as budget, time and attendance records, hourly overtime reports. This position is prone to many new situations arising, because of the diversity of the responsibility and variety of work to which the Assistant Foreman must respond. May be required to work different shifts.
- Directs and participates in installation and repair of sprinkling systems, automatic clocks, valves, and sprinklers; drain and culvert installation and repair; extensive installation and replacement of turf. Responsible for landscaping, transplanting, maintaining, and pruning trees and shrubs. Oversees and participates in concrete forming and finishing of sidewalks, fence lines, backstops, tile, brick and ADA projects. Installs and repair playground equipment.
- Oversees Capital Outlay projects including pre-construction meeting and the final walk through on all projects. Oversees installation, removal and relocation of all district relocatable classrooms.
- Oversees installation and repair of district welding projects such as hand rails, heavy equipment, stainless steel, aluminum welding and mild steel.

- Oversees equipment operations, assignment and maintenance of tractors, trucks, lawnmowers, forklift, sweeper, etc. Directs and performs planting, fertilizing, trimming, and maintaining lawns and shrubs. Prepares cost estimates and materials lists and orders material for various jobs such as fencing, sprinkling systems, and landscaping. Performs layout work, installation and repairs for fences and backstops. Oversees debris clean up and disposal. Supervises repairing and maintaining of gang and large rotary mowers, also small mower engine repair throughout the district. Supervises repairing and maintaining of snow removal equipment. Coordinates mowing of lawns throughout the district.
- Maintains inventory control for parts, equipment and supplies for areas of responsibility. Training groundskeepers and temporary workers. Oversees, schedules and ensures proper maintenance of vehicles, heavy equipment and landscaping equipment. Installs signs, handrails and backstops. Oversees tree removal, clearing snow, salting sidewalks and parking lots. Maintains vacant lots owned by the district.
- Works with surveyors, contractors, architects, engineers, PTA, health and safety inspectors, and blue stakes.
- Assists Foreman in making hiring, promotion, retention and disciplinary decisions.
- Provides continuity for department in the absence of the Foreman.
- Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman.
- Oversees and participates in a preventive maintenance program as directed.
- Supervises and monitors the work of leads and assists them in their supervision of journeymen in their responsibility to account and care for district vehicles and assigned tools.
- Assures that leads are following through on area cleanliness and safety.
- Provides trade related input for Capital Outlay and Maintenance project planning and execution.
- Assists in the coordination of Maintenance and Capital Outlay projects under the direction of Foreman.
- Must have a good working knowledge of District Time and Attendance procedures and documentation.

NON-ESSENTIAL FUNCTIONS

Occasional duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must be able to use hand tools, machine tools, sheet metal, cleaning supplies, power equipment and tools small and large, garden tools, welding equipment, jackhammer, compressor, plumbing tools, scaffolding, cement mixer, cement tools, carpentry and mechanic tools, pole climbing equipment, railing and rigging equipment, electrical metering instruments, and mower sharpening equipment. Requires ability to read blue prints in terms of landscaping and exterior project boundaries. Must be knowledgeable in the use of a transit for survey work. Must be knowledgeable in the proper and safe use of chemicals (herbicides, pesticides, fertilizers). Must be knowledgeable in weed and plant identification. Must drive a truck as needed. Operates a tractor and forklift. Must have general knowledge and skill in the trades supervised. Must have well developed supervisory skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Requires basic computer skills. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize lead workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Incumbent may be required to attend training seminars in related fields, i.e. sprinkling systems, landscaping, preventative maintenance on equipment, etc. Successful completion of the requirements for Groundskeeper III or demonstrated competency. Must possess a valid Class A CDL license by completing federal requirements. Must carry a current medical card. Must have a current Utah State Back Flow Prevention license. Must keep abreast of changing developments in techniques in relevant fields.

REQUIRED PRIOR WORK EXPERIENCE

Must have five years of job related work experience with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned.

SUPERVISION

Incumbent will generally supervise the entire staff under the direction of the Foreman and assign work to leads and help them direct specific projects. On occasion, this staffing will increase to accommodate temporary employees. On special projects, may directly supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

The Assistant Foreman works both inside and outside. Works under conditions which entail sacrifice of personal comfort. Subject to extreme changes in temperature, noise, dust, high places, exposure to chemicals, weed and lawn spray, grease, mechanical hazards, work in crawl spaces, and some electrical voltage danger. There is pressure to complete work tasks through the workers and properly allocate people, equipment and time in satisfactory priority. Seasonal changes and district emergencies require working some additional irregular hours. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs. -