

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: GROUND FOREMAN

QUALIFICATIONS:

1. Secondary school graduation supplemented by a Landscape Horticulturist Trades Qualification, and/or a diploma (2yr. full-time) in horticulture related fields, licensed in the use of herbicides, in addition to supervisory and/or administrative management courses.
2. Specialized relevant skills(Irrigation design, auditing and repair certifications, playground inspection certification)
3. At least five (5) years experience in the maintenance, development, and use of equipment related to grounds with three (3) years supervisory experience.
4. Have a demonstrable ability to supervise skilled and non-skilled workers.
5. Have the ability to work with minimum supervision.
6. Has a demonstrable ability to read and interpret blueprints, effectively lay out work, possesses knowledge of grounds work and posses a general knowledge of minor repair work.
7. Have demonstrable computer knowledge and the ability to use work-processing, spreadsheet and “email” programs and to use computerized maintenance management systems.
8. Ability to operate a transit and level.
9. Able to communicate effectively (both orally and written), and able to develop and maintain good relationships with customers, staff, managers and other groups.
10. Able to problem solve by evaluating information, giving relevant considerations when making decisions, interpreting data and reacting appropriately to changing situations.
11. Able to develop actionable long-range plans and short-term activities, including direction and organizing the work, assigning people, equipment, and tasks to meet work goals.

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12. Skilled in and able to control expenses, reducing costs, setting performance standards and reviewing budgets.
13. Possess a detailed up to date knowledge of policies, codes, regulations and safety standards both District and Governmental.
14. Good health and sufficient strength to perform the tasks required.
15. Able to work under adverse weather conditions, interruptions and distractions.
16. Be licensed to drive any vehicle under his jurisdiction. (class 3)

RESPONSIBLE TO: Director of Facilities or his designate.

SUPERVISES: Personnel as assigned by the Director of Facilities or his designate.

JOB GOAL: To maintain and upgrade school district grounds in a condition of operating excellence so that full use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the primary responsibility for school district grounds, playgrounds, and grounds storage and equipment are maintained to a level as required
2. To provide leadership and supervision of all aspects of grounds work performed by District personnel. Ensures that the work of grounds crew and related staff is carried-out in an efficient and productive manner and they perform to the best of their potential. Resolves any work related problems as they arise. Networks with District staff and outside consultants as necessary.
3. Instructing grounds staff in the proper uses and care of all machinery and tools utilized for school grounds maintenance. To train, motivate and coach both skilled and non-skilled staff to increase the skill levels, removing obstacles to better performance and work.
4. To actively improve the performance of the grounds crew by giving specific performance feedback and assists in evaluation of assigned staff and resolving any work related problems as they arise.

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5. Ensures that equipment such as ladders, scaffolding, man-lifts, etc. are used in a safe and efficient manner and ensures all other crew equipment and vehicles are used and maintained safely and efficiently.
6. Examines district owned sites on a regular basis for purposes of preventative maintenance. Recognizes and reports on degradation and problem areas. Ensures scheduled preventive maintenance programs are carried out for district grounds and related equipment.
7. Assists in the costing and scheduling of repair, maintenance and upgrade projects in terms of labour, contracting and materials, recommends and purchases supplies and equipment, and maintains an inventory of equipment, hardware, materials and supplies.
8. Provides input to Supervisor/Manager in grounds specific issues relating to Major Capital Projects
9. Provides input in the preparation of the annual operating and annual facilities grant budget for the Grounds Department.
10. Assists in inspecting contractor's work, gives on-site instructions and certifies the completion of work for the purposes of payment.
11. Keeps in mind the safety of others, including school children.
12. Ensures that the district and the crew comply with policies and regulations and maintain records as necessary.
13. Performing other related duties as assigned.

TERMS OF EMPLOYMENT: Twelve months per year.

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GROUND FOREMAN

EVALUATION

DATE: April 6, 2017

JOB TITLE: Grounds Foreman

Factor	Degree	Points	Substantiating Data
1. Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2. Experience	9	135	Six years and over.
3. Judgement	5	50	The job requires the development of procedures.
4. Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5. Physical Effort	3	18	Light activity of long duration; OR Medium activity of intermediate duration; OR Heavy activity of short duration.
6. Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; OR Coordination of coarse and fine movements, where speed is a moderate consideration; OR Coordination of fine movements, where speed is a minor consideration.
7. Accountability	5	50	Actions could result in major loss of time or resources; OR cause severe embarrassment within the organization and have serious impact on its public image.
8. Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.

