

## MAINTENANCE FOREPERSON (GROUNDS)\*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for a wide variety of tasks relating to the maintenance and/or landscaping of school district grounds and athletic fields. Work involves the layout of jobs, supervision of and participation in grounds work and the maintenance of necessary supplies and records. Work is performed with considerable independence of action with special projects being done based upon approved work orders or oral instructions from a superior. Supervision is exercised over a number of grounds and maintenance staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the employees assigned to the grounds crew and inspects work completed;

Requisitions all materials and supplies necessary within budgetary guidelines;

Inspects grounds/athletic fields for safety issues and orders necessary work done;

Maintains grounds maintenance equipment and records thereof;

Supervises and participates in the various jobs required, including cutting grass, raking leaves, cleaning walks, roads, and drains, maintaining athletic fields, and conditioning the track;

Supervises and participates in the maintenance of trees and shrubbery and the eradication of weeds;

Supervises and participates in snow removal and sanding, hauling supplies, removal of rubbish, painting, and patching blacktop;

Prepares work schedules and time sheets for payroll;

Prepares work progress and other reports as requested by supervisor;

Works indoors when weather requires;

May manage scheduling of fields for usage by community and athletic groups;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of grounds maintenance practices, procedures, supplies and equipment; good knowledge of use, care, and repair of the automotive equipment used; good knowledge of the accident and safety precaution connected with such maintenance work; ability to plan and supervise the work of others; ability to work effectively with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; ingenuity and resourcefulness; mechanical aptitude; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience where the primary function was in grounds maintenance, or: (b) eight (8) years of work experience as described in (a) above.

SUBSTITUTION: Satisfactory completion of 30 college credits\* towards an Associate's Degree\* in Landscaping, Horticulture, or related field may be substituted at the rate of 30 credits per year, for up to two (2) years of the general work experience as described in (a) above.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts  
J.C.: Competitive  
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Job Class Code: S476

\* Formerly known as "Maintenance Foreman (Grounds)"