

**Job Title:** Foreman Groundskeeper

**Wage/Hour Status:** Hourly

**Reports to:** Director

**Pay Grade:** 408

**Dept/School:** Athletics

**Date Revised:** September 18, 2024

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### Primary Purpose

Maintain and repair grounds and ground equipment in a prompt and efficient manner to ensure the safety students and the beauty of the grounds.

### Qualifications

#### Education/Certification

High school diploma or GED

Valid driver's license

#### Special Knowledge/Skills

- Ability to read and understand instructions
- Knowledge of gardening and landscape maintenance
- Ability to read and interpret blueprints and landscape plans
- Ability to operate heavy equipment, including backhoe and trencher
- Ability to operate riding or power mower, power tools, and hand tools
- Ability to direct and supervise personnel and coordinate grounds operations
- Strong organization, communication and interpersonal skills

#### Experience

Five (5) years in gardening and landscape maintenance

Two (2) years supervisory experience

### Major Responsibilities and Duties

1. Assign all Athletics grounds work and oversee completion.
2. Arrange for contract labor when district staff cannot perform work.
3. Work directly with Athletics office to meet all needs of Athletics grounds.
4. Estimate the cost and time required for special projects and order materials.
5. Interpret blueprints, plan, and sketch to carry out landscape designs.
6. Establish care and watering schedules, including spraying, fertilizing, pruning, etc.
7. Operate and maintain equipment used for grounds operations, including backhoe, trencher, tractor, riding and power mowers, etc.
8. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates.
9. Install, test, adjust, and repair sprinkler systems.
10. Coordinate the storage and use of all Athletics ground equipment, tools, and supplies.
11. Order equipment and supplies and maintains accurate records.
12. Recommend replacement of existing equipment.
13. Conduct annual inventory of physical equipment and supplies.
14. Assist in preparation of department budget.
15. Assist in recruiting, screening, training, and evaluation of grounds employees.
16. Operate vehicle, equipment, and use tools following established safety procedures.
17. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing.
18. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
19. Maintain tools and equipment and perform preventive maintenance as required.

**Supervisory Responsibilities**

Supervise all assigned staff

**Equipment Used**

Heavy equipment, including backhoe, trencher, and grader blade; tractor and mower; riding and power mower; gas-powered weed trimmer; blower; edger; sprayer; striping machine; garden and hand tools; aerator. Light truck or van.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Moderate walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, and reaching. Works outside and inside, and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises. Must be able to lift 45 pounds or more. Frequent districtwide travel.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.