

## **GROUNDS MAINTENANCE FOREMAN**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for the daily planning, assigning, inspecting, and supervising the work of several crews of workers engaged in activities such as cutting grass, picking up litter, cutting trees, trimming shrubs, herbiciding, and cleaning and edging streets and sidewalks. Duties include inspecting the work in progress, ensuring proper procedures are followed, keeping attendance records, and working with civic groups such as the Clean City Committee in beautification efforts. Incumbents supervises foreman and crews, and performs work under the general supervision of the Streets Superintendent.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, assigns, and supervises the work of several crews responsible for the upkeep of City-Parish owned property including boulevards, rights of way, and street medians. Ensures the proper maintenance and care of grounds maintenance equipment. Supervises and participates in the chemical control of weeds. Investigates citizen complaints and arranges to resolve the problem. Prepares employee time sheets and leave reports. Supervises and schedules a tree trimming and removal crew. Oversees contracted tree removal crew.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of the grounds maintenance techniques and the materials, equipment and tools used in weed control, lawn care, shrub maintenance, tree trimming, and tree removal.

Knowledge of the occupational hazards and safety precautions associated with landscape maintenance.

Knowledge of the availability, uses, and safety precautions associated with chemical weed and pest control products.

Ability to communicate effectively, both orally and in writing with other employees and the general public.

Ability to prepare accurate records and reports.

Ability to plan, organize, and direct the work of several groups of employees working on various projects.

Ability to determine ownership of property and public right- of ways

Ability to exercise tact and patience in securing compliance of property owners.

Skill in the care and use of materials and equipment used in weed control, tree trimming, tree removal, grass cutting, and beautification.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school and considerable experience in ground maintenance including some supervisory experience; or any equivalent combination of training and experience.