

GROUNDS SUB-FOREMAN/FOREMAN SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
1884	Grounds Sub-Foreman	15	171	6 mo.	10/15/10	Rev.
1690	Grounds Foreman	15	171	6 mo.	10/15/10	Rev.

^{1[1]}*Promotional Line: 96, 218, 219, and 228*

Series Narrative

Employees in this series supervise or assist in the supervision of the construction, maintenance, and/or repair of grounds, lawns, trees, shrubs, flowers, secondary roads, parking areas and/or other facilities and areas.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Grounds Sub-Foreman **1884**

Employees at this level lead and assign work to a crew of grounds maintenance employees. They work under general supervision from a designated supervisor.

A Grounds Sub-Foreman typically –

1. assists in checking time and materials to be used for each job
2. assists in supervising and instructing subordinates in road grading and repair, sprinkling, street cleaning, snow removal, and drainage
3. assists in supervising the care and maintenance of lawns
4. assists in supervising weed eradication
5. assists in supervising maintenance and care of shrubs and hedges, tree removal, and planting and spraying
6. assists in supervising greenhouse maintenance
7. performs other related duties as assigned

Level II: Grounds Foreman **1690**

Employees at this level supervise the construction, maintenance, and repair of grounds, lawns, trees, shrubs, flowers, secondary roads, parking areas, and other facilities and areas. They work under administrative supervision from a designated supervisor.

A Grounds Foreman typically –

1. checks time and materials to be used for each job
2. supervises and instructs subordinates in road grading and repair, sprinkling, street cleaning, snow removal, and drainage

^{1[1]}See the Promotional Line List for a listing of all the classes in each promotional line.

3. supervises the care and maintenance of lawns
4. supervises weed eradication
5. supervises maintenance and care of shrubs and hedges, tree removal, and planting and spraying
6. supervises greenhouse maintenance
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Grounds Sub-Foreman

1884

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three (3) years/ 36 months of experience in grounds maintenance work

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of uses of equipment and tools to be used
2. Knowledge of materials, methods, and equipment used in the construction and maintenance of grounds, shrubs, hedges, and trees
3. Supervisory ability
4. Ability to follow simple instructions
5. Ability and willingness to work as directed
6. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
7. Active Listening – Giving full attention to what other people are saying, taking time to understand the points.
8. Speaking – Talking to others to convey information effectively.
9. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
10. Equipment Selection – Determining the kind of tools and equipment needed to do a job.
11. Repairing – Repairing machines or systems using the needed tools.
12. Time Management – Managing one’s own time and the time of others.
13. Dexterity – Physical dexterity to complete the demands of the position.

14. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
15. Near Vision – The ability to see details at close range (within a few feet of the observer).
16. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
17. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
18. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
19. Speech Recognition – The ability to identify and understand the speech of another person.
20. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

Level II: Grounds Foreman

1690

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Four (4) years/48 months of experience in grounds maintenance work

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of the uses of equipment and tools to be used
2. Knowledge of materials, methods, and equipment used in the construction and maintenance of grounds, shrubs, hedges, and trees
3. Ability to follow simple instructions
4. Ability and willingness to work as directed
5. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
6. Active Listening – Giving full attention to what other people are saying, taking time to understand the points.
7. Speaking – Talking to others to convey information effectively.
8. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
9. Equipment Selection – Determining the kind of tools and equipment needed to do a job.
10. Repairing – Repairing machines or systems using the needed tools.
11. Time Management – Managing one’s own time and the time of others.
12. Dexterity – Physical dexterity to complete the demands of the position.

13. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
14. Near Vision – The ability to see details at close range (within a few feet of the observer).
15. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
16. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
17. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
18. Speech Recognition – The ability to identify and understand the speech of another person.
19. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

DRAFT