

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **FOREMAN II –GROUNDS (Cranbrook Based)**

**JOB SUMMARY:**   An employee hired to perform a multitude of tasks and duties pertaining to the organization and operation of the school districts' grounds maintenance department, who is responsible to an assigned supervisor. The position is that of a working foreman.

#### **QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License
3. Post-Secondary certificate in Landscaping and Grounds Maintenance
4. Valid and current provincial certification in Pesticide Application
5. Minimum of three years experience in all aspects of grounds development and maintenance
6. Minimum of three years experience in a similar supervisory position

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing
2. Work under pressure, multi-task and meet deadlines
3. Maintain current knowledge of federal, provincial or municipal codes or regulations that have a direct bearing on this trade
4. Develop effective work methods to prioritize, schedule, coordinate and supervise the development of and regular maintenance of grounds
5. Assist with the planning, installation and maintenance of irrigation/sprinkler systems
6. Troubleshoot and solve problems related to the position
7. Be self-directed and work independently
8. Work with disagreeable conditions from time to time
9. Read and understand specialized and technical material related to the position
10. Operate, maintain and repair a wide variety of specialized tools and equipment related to the certification required
11. Physically perform the requirements of the position

#### **RESPONSIBILITIES AND DUTIES:**

1. Responsible for the organization and operation of the school district's grounds maintenance department
2. Ensure employee compliance to all guidelines, codes, regulations and acts relating to the position

3. Perform administrative functions such as:
  - purchasing of supplies parts and equipment
  - budget preparation and inventory management
  - estimating and billing of costs
  - supervision of staff
  - hiring, training and performance evaluations
  - assigning and scheduling of work
4. Maintain close liaison with contractors, school district personnel and inspectors
5. Responsible for scheduling and co-ordination of work
6. Perform other job related duties