



Job Specification

Job Title: Grounds Foreman
BCAT Code: 805X AE
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Supervises grounds and landscaping services for the University's campus.

Examples of Duties

- Demonstrates and teaches proper work methods and techniques to employees.
- Prepares, organizes and delegates work assignments for subordinates; ensures that grounds keeping assignments are completed properly.
- Supervises the treatment of university's grounds and assures proper usage of fertilizer, fungicide and pesticides.
- Prepares reports on work done by subordinates, employee attendance, safety, personnel issues, etc.
- Assists in inclement weather duties.
- Assures that the work crew is transported to/from work sites.
- Works with Horticulturist to implement bed design, coordinate plant set-ups, schedule pesticide treatment, cutting and pruning.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of proper grounds and landscaping services practices, techniques, and procedures.
- Considerable knowledge of GSU campus, landscaped areas, etc.
- Considerable knowledge of the operation and use of equipment, tools, and supplies used in landscaping.
- Ability to communicate effectively, both orally and in writing.
- Ability to operate a motor vehicle.
- Ability to perform heavy lifting when required (up to 50 lbs. or more).
- Ability to supervise small groups of grounds keeping workers.

Minimum GSU Hiring Standards

High school diploma or GED and three years grounds keeping experience including two years supervisory or lead worker experience. Valid Georgia driver's license. Criminal background investigation.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.