



CLASS SPECIFICATION

Class Title: Grounds Maintenance Foreman
Department: Facilities
FLSA: Non-Exempt

Class Code: 1169
Eff. Date: 08/20/2020
Grade: 16

GENERAL PURPOSE

Under the general guidance and supervision of the Facilities Deputy Director, this position is responsible for the supervision of employees and inmate workers, performing a variety of complex and skilled duties related to landscaping and maintaining County grounds, buildings, and facilities.

EXAMPLE OF DUTIES

Assigns and supervises the work of full-time and part-time grounds workers; monitors work to assure satisfactory completion. Evaluates performance in compliance with Davis County Policies and Procedures and practices. Assists in hiring new employees; responsible for properly training new employees. Supervises inmate workers.

Develops, implements, and maintains landscaping plans. Installs, tests, and maintains landscape sprinkler systems including valves, lines, controls, and other operating features.

Makes recommendations for the types and varieties of plants and flowers to be used; recommends suitable planting locations for trees and shrubs. Assists in establishing proper care and maintenance schedules and participates in activities related to trimming, fertilizing, edging, watering, weeding, planting/transplanting, grass mowing, and spraying a variety of trees, flowers, and plants; prepares soil and cultivates flower beds; removes dead, diseased, or injured trees and plants. Inspects assigned work areas on a weekly basis to ensure landscaping conditions are properly maintained.

Identifies plant diseases and problems and makes recommendations for remedies. Applies pesticides, herbicides, fungicides, and other chemicals as needed and in compliance with federal, state, and local rules and guidelines; utilizes and applies all chemicals using proper mixtures and following manufacturer's specifications; maintains accurate records of chemical applications.

Operates a variety of complex lawn and grounds maintenance equipment including power mowers, snow blowers, bucket loaders, chain saws, and other power equipment. Adjusts, cleans, and performs minor mechanical repairs and preventive maintenance on tools and equipment. Determines grounds maintenance needs and submits timely requests to purchase supplies and equipment.

Plows, shovels, and removes snow from sidewalks and parking lots; applies salt and/or sand on sidewalk and parking surfaces to remove snow and ice. Repairs and maintains sidewalks and parking lots including striping and curb maintenance.

Observes and ensures compliance with department and County safety policies, procedures, and practices at work sites.

Removes trash and debris from grounds and performs other custodial work as assigned.

Performs general building maintenance and repair duties in County buildings and facilities as assigned; performs electrical and plumbing maintenance and repair functions; installs and repairs faucets, toilets, water fountains, etc.; repairs light fixtures, switches and motors; assists in moving furniture, equipment, and other County department's assets as needed; handling and removal of County equipment surplus.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school (or equivalent) plus at least four (4) years of full-time large-scale grounds maintenance experience. Experience must include lawn care and sprinkler system maintenance/repairs. An acceptable combination of education and experience may be considered.

Preference for experience in a public or commercial facility setting and supervisory experience in a related field.

2. **Other Requirements:**

Must pass a criminal history background investigation as required by the position.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills, and Abilities:**

Thorough knowledge of: landscape plans, concepts, and maintenance; lawn, trees, flower and plant care and maintenance; sprinkler systems repair and maintenance; proper application of pesticides, fertilizers, and other chemicals used in landscaping; tools, machines, and equipment used in landscape maintenance; safety policies, practices, and standards; general building maintenance and repair techniques.

Working knowledge of: standard office procedures and equipment, including computers; basic plumbing, electrical, heating and air conditioning system maintenance.

Skill in: use of a variety of hand and power tools, and operating complex ground maintenance equipment including edgers, push and riding mowers, backhoes, snow removal equipment and vehicles, etc.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe



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manner; ability to insure a motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise independent judgment; work with minimal supervision; prepare clear, concise and accurate reports; read and work from blueprints or technical diagrams; diagnose defects in sprinkler, electrical, plumbing or other systems; operate non-power and power tools and other maintenance equipment and vehicles; coordinate multiple activities simultaneously; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other agencies and the general public.

WORKING CONDITIONS

Work extended hours and/or a flexible schedule; work outdoors in all weather conditions including extreme conditions/temperatures; frequently walk, stoop, kneel, reach, sit, and bend, push, pull, lift, carry, and otherwise move objects weighing up to 75 lbs.; drive frequently to multiple County locations.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date:	8/20/2020
Department Approval:	Lane Rose
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito