

TITLE: GROUNDS FOREMAN

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Possess a valid New Jersey Driver's License with a CDL preferred
3. Should be experienced in:
 - a. all areas of fields and ground maintenance
 - b. athletic field layout, lining
 - c. lawn irrigation experience and knowledge including timers, repair and reporting procedures
 - d. understanding and knowledge of NJ DEP guidelines and requirements with respect to IPM for schools
4. Should be proficient in the safe use of grounds tools and equipment
5. Should have strong organizational skills, leadership ability and both written and verbal communication skills to enable effective communication with staff and members of the school community and the general public
6. Computer skills and ability to work school computer based programs for completion of work orders
7. Require criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Superintendent and or his/her designee

SUPERVISES: All district grounds personnel (full-time and part-time)

JOB GOAL: To provide a safe and clean environment compliance with district, state, and federal regulations

PERFORMANCE RESPONSIBILITIES:

1. Shall plan and implement the work schedule for all grounds employees.
2. Interprets and administers contractual agreements as negotiated between the Toms River Board of Education and appropriate employee representatives.
3. Directs the district's grounds operations based upon the needs of the school district.
4. Ensures all grounds and fields to the standards of the district.
5. Ensures that athletic fields are prepared for sports, events and activities.
6. Maintains current files for all areas of responsibility to include work orders, correspondence and any other related duties.

GROUND'S FOREMAN (Continued)

7. Work closely with the Superintendent and or his/her designee with:
 - a. recommendations with respect to operation and general maintenance of district grounds and sport fields
 - b. making suggestions with respect to employee contract negotiations between the BOE and the employee association/ union
 - c. maintaining current and accurate inventory of materials, supplies and equipment for the grounds department
 - d. preparing budget data for the department with respect to material and equipment needs
 - e. organizing, preparing, conducting orientation and training programs consistent with employee needs
 - f. organizing snow removal
 - g. facilitating and/or attending to emergency operations
8. Evaluates and reports to Superintendent and or his/her designee as to the quality of work performed by any outside contractors.
9. Evaluates all the Head Grounds department employees in concert with Superintendent and or his/her designee and all general grounds employees in concert with the Head Grounds personnel.
10. Assists with the interviewing and recommendation of new grounds employees to the district.
11. Recommends to the Superintendent and or his/her designee needed improvements and alterations to the district grounds and fields.
12. Works with the maintenance and the custodial departments to provide for the efficient removal of snow from district parking lots and walkways.
13. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: June 15, 2016

Revision: February 21, 2018