

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Labor Foreman II
Supervisor: Grounds Crew Supervisor
Effective Date: June 30, 2017

Position Summary

This position assists the Grounds Crew Supervisor in carrying out the maintenance of grounds, basic landscaping and departmental functions. Encompasses skilled supervisory work which requires overseeing and participating in the maintenance of Housing Authority grounds, landscaping and utility lines. Work involves responsibility for assigning the work of Grounds Foreman I and Grounds Technicians. Requires a high degree of mechanical skill, as in the operation of back-hoes and ditchers in construction, repair of water and sewer lines, and the use of tractors with various attachments in the landscaping and care of grounds. This position encompasses a high level of knowledge, experience and responsibility in grounds maintenance and supervising skilled and semi-skilled work crews. Work requires rigorous physical effort on a daily basis. Duties require the regular direction and supervision of other staff.

Major Duties and Responsibilities

1. Assigns duties, supervises and participates in work of Labor Foreman I and Grounds Technicians engaged in operating power mowers with/without mower attachments, trimming shrubbery and trees, cleaning grounds, planting and caring for grass, shrubbery and trees, and landscaping grounds.
2. Loads equipment and transports to work area with a gross combination weight rating (GCWR) of 26,001 pounds or more including a towed trailer or vehicle with a gross vehicle weight rating (GVWR) of more than 10,000 pounds.
3. Assures that crews have proper tools and equipment, gas, oil and other necessary work equipment.
4. Inspects work in progress and upon completion. Evaluates work performance of Labor Foreman I and Grounds Technicians as required.
5. Supervises crews that assist in the laying and repairing water and sewer lines.
6. Make daily inspections of all equipment. Performs minor repairs on equipment. Orders and installs new parts in equipment.
7. Assures that proper safety precautions are observed. Assists in training workers in proper grounds-keeping methods and use of tools and equipment.

8. Intermittently supervises crews performing a variety of custodial and maintenance duties.
9. Functions in the capacity of Acting Grounds Manager in his/her absence.
10. Performs related duties as required.

Required Knowledge and Abilities

1. Considerable knowledge of grounds maintenance operations such as the seeding, sodding, rolling, mowing, raking and sprinkling of lawns, and the spraying and pruning of trees and shrubs.
2. Considerable knowledge and experience of the operation and maintenance of tractor, trucks, back-hoes, and ditchers.
3. Knowledge of landscaping and cement services.
4. Ability to supervise, review and evaluate the work of subordinates, and to train them in the proper methods and techniques.
5. Ability to understand, interpret, adhere to, and enforce company policies.
6. Ability to perform minor repairs on a variety of grass cutting equipment.
7. Ability to clearly communicate ideas and instructions, both orally and written.
8. Ability to perform moderately heavy manual labor.
9. Ability to establish and maintain effective working relationships with subordinates, management, and the general public.

Physical Requirements

1. Ability to operate a variety of equipment, tools, and machines.
2. Ability to lift up to 50 lbs. from floor to overhead.
3. Ability to work in wet, damp, hot, cold, or dusty places.
4. Ability to stoop and kneel in order to gain access to work areas.
5. Ability to work while standing for extended periods of time.
6. Ability to operate automatic and standard shift vehicles.

Required Protective Equipment

1. Steel-toed boots
2. Respirator
3. Weight belts
4. Safety glasses
5. Gloves
6. Hard hats
7. Hearing protections
8. Chaps
9. Harness
10. Other safety equipment that may be requires

Minimum Education, Training and/or Experience

Completion of high school or completion of GED with at least one year experience in grounds keeping and supervisory experience of a substantial work crew or any equivalent combination of training and experience to meet required knowledge, skills, and abilities.

Special Requirements

1. Possession of a valid driver's license.
2. Possession of valid commercial driver's license.
3. Must be insurable by Authority's Fleet insurance carrier.
4. Must be bondable.