

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Labor Foreman I
Supervisor: Grounds Crew Supervisor
Effective Date: June 1, 2018

Position Summary

This is semi-skilled and supervisory-driven work which requires overseeing and participating in the maintenance of the Authority's grounds, basic landscaping and utility lines. Work involves responsibility for assigning duties, on-the-job supervising and participating in the work of Grounds Technicians. Responsible for assuring that crews are prepared and arrive promptly on the job with the necessary tools and equipment. Duties include checking for safety and performance issues on power mowers and hand tools, including making minor repairs. Employee works with considerable independence on routine assignments under areas of work and standards prescribed by a supervisor. Work is reviewed primarily through observation of the effectiveness of work performed. Requires rigorous physical effort on a daily basis. Duties require the regular direction and supervision from other staff.

Major Duties and Responsibilities

1. Assigns duties to Grounds Technicians and Grounds Specialist ensuring duties are carried out according to Authority policy and completed in a timely manner.
2. Supervises and participates in the work of Grounds Technicians and Grounds Specialist engaged in operating power mowers, trimming shrubbery and trees, cleaning grounds, planting and caring for grass, shrubbery and trees.
3. Loads equipment and transports to work area with a gross combination weight rating (GCWR) of 26,000 pounds or less including a towed trailer or vehicle with a gross vehicle weight rating (GVWR) of less than 10,000 pounds.
4. Assures that crews have proper tools and equipment, gas, oil and other necessary work equipment.
5. Inspects work in progress and upon completion. Evaluates work performance of Grounds Technicians and Grounds Specialists as required.
6. Inspects power mowers, weed-eaters, edgers and other lawn equipment, sharpens and adjusts blades and performs minor repairs.
7. Assures that proper safety precautions are observed by work crew and self.

8. Assists in training workers in proper grounds keeping and safety methods.
9. Assists in training workers in proper use of tools and equipment.
10. Supervises crews moving either resident's or Authority equipment and/or furniture as needed.
11. Intermittently supervises crews assisting in the digging of utility lines.
12. 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 of the spraying and pruning of trees and shrubs.
2. Considerable knowledge of the operation and maintenance of lawnmowers and trucks.
3. Knowledge of elementary accident precautions applicable to grounds maintenance operations.
4. Some skill in making minor repairs and adjustments to hand and power mowers and other unskilled repair work.
5. Ability to plan, review and evaluate the work of others.
6. Ability to understand, interpret and adhere to company policies.
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 other employees, management, residents 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/inspect in wet, damp, hot, cold, or dusty places, including extended periods of time outdoors.
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 for extended periods of time.

Required Protective Equipment

1. Steel-toed boots
2. Weight belts
3. Safety glasses
4. Gloves
5. Hard hats
6. Hearing protections
7. Chaps
8. Harness

Minimum Education, Training, and/or Experience

Graduation from a standard high school or completion of GED with at least one year's experience in groundskeeping, supervisory experience preferred, or any equivalent combination of training and experience to meet required knowledge, skills, and abilities.

Special Requirements

1. Possession of valid Class C driver's license.
2. Able to be covered under the Housing Authority's fidelity bond.
3. Must be insurable under the agency's fleet insurance carrier.