Georgia State University

Job Specification

Job Title: Grounds Foreman

BCAT Code: 093X03
Pay Grade: G12  FLSA Status: Non-Exempt

Effective Date: April 1, 2007  Revision Date: July 1, 2013

General Description
Supervises the grounds and landscaping services for the University campus.

Examples of Duties
- Demonstrates and teaches proper work methods and techniques to employees.
- Prepares and organizes work assignments and delegates the assignments to subordinates.
- Ensures that the grounds keeping assignments are properly completed.
- Supervises the treatment of University grounds, and assures the proper usage of fertilizers, fungicides and pesticides.
- Prepares reports on completed work by subordinates, employee attendance, safety, personnel issues, etc.
- Develops and implements standards, guidelines, and schedules for the Grounds Department.
- Conducts daily inspections of the work site to ensure that all work performed by the staff and outside contractors comply with University and Athletic Department standards.
- Reviews all irrigation and landscape design during facility development; may be required to oversee the implementation of these designs.
- Assists in inclement weather duties.
- Assures that the work crew is transported to/from work sites.
- Works with the Horticulturist to implement bed designs, coordinate plant set-ups, schedule the pesticide treatment, cutting and pruning.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Considerable knowledge of proper grounds and landscaping service practices, techniques, and procedures.
- Considerable knowledge of the Georgia State University (GSU) campus, landscape 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 up to 50 lbs. or more when required.
- Ability to supervise small groups of grounds keeping workers.

Minimum GSU Hiring Standards
High school diploma or GED and three years of grounds keeping experience including two years supervisory or lead worker experience. A valid Georgia driver’s license is required. Must pass a criminal background check.

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.

Office of Human Resources  Classification Section