

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: LANDSCAPE FOREMAN

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification supervise assigned crews of laborers, groundskeepers and equipment operators who are engaged in grounds keeping and landscaping activities and snow removal. Performs grounds maintenance tasks. Assigns and oversees the work of crews providing assistance, guidance and reviews of completed work. Reports to the Deputy Director of Public Works or Horticulturist.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Assigns and supervises the work of crews engaged in manual labor; grounds keeping; litter/leaf/snow removal duties or other related maintenance work. Ensures crews follow safety procedures by enforcing safety rules and regulations at all job sites and activities.
- Reviews work orders; schedules and assigns crews according to needs, available resources and priorities of work orders.
- Completes records and reports of work performed, materials used, and crew activities.
- Reviews the work performed by crews, ensures quality of work and that work order requests are fulfilled.
- Provides direction, guidance and training to crews. Evaluates employees' performance, completing written evaluations are required.
- Applies pesticides using approved safety equipment and techniques.
- Engages in work of crew as workload and staffing needs demand; requiring the operation of a variety of on and off road motorized vehicles and equipment and the performance of manual and semi-skilled labor.
- Assists in snow removal activities.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of the procedures and techniques for performing grounds maintenance, landscaping and manual labor, litter and snow removal.
- General knowledge of safety practices for lifting, and performing assigned maintenance work.
- General knowledge of the principles of assigning and reviewing work of subordinates.
- General knowledge of pesticide application.

LANDSCAPE FOREMAN

Physical Requirements:

- Ability to perform manual labor and equipment operation; to use a variety of hand tools; and to lift and move heavy objects in grounds/landscape maintenance work.
- Ability to hear equipment and vehicle audio safety signals in traffic and job site situations.
- Ability to lift and move up to 75 lbs. with or without assistance and the ability to push and/or pull up to 150 lbs. with assistance.
- Ability to stoop, bend and kneel in the performance of manual labor and equipment operation.

Language Ability & Interpersonal Communications:

- Ability read, understand and prepare work schedules, work orders, planting guides and other related documents and reports.
- Ability to read and understand label instructions and warnings related to the use of pesticides.
- Ability to read, interpret and follow street maps.
- Ability to communicate effectively with staff and residents inquiring about landscaping and grounds maintenance operations.
- Ability to supervise and evaluate the work of subordinate staff and prepare written employee performance evaluations.
- Ability to follow oral and written instructions; and to prepare records and reports of crew activities and completed jobs.

Environmental Adaptability

- Work is primarily performed outdoors which requires ability to work in variable weather conditions that may include extremes of temperature and precipitation.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school with 5+ years of experience performing landscaping, grounds keeping or related maintenance work to include leading the work of other crew members. Proficient with use of power equipment used in landscaping and grounds keeping tasks; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Requires a valid Driver's License. Must possess or be able to obtain a Maryland Pesticide Applicator Certificate.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.