

Sam Houston State University Human Resources

Staff Classification Description – Grounds Foreperson

Skill Category: Service/Maintenance
Position (Employee) Class: 7N199 (N1)
Grade: 9
Date: 10/2014

Department: Grounds Services

Educational & Experience Requirement: High school graduate or GED equivalent. Technical/vocational training related to job duties would be helpful. Minimum of six years in grounds maintenance/landscaping with at least two years in a supervisory capacity. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs supervisory and hands on work in grounds services and assigns and schedules the work of grounds services workers and ensuring work completion and quality.

Supervision Given & Received: Works under general supervision and provides direct supervision of crew leader(s) and grounds services workers.

Primary Responsibilities: Inspects campus grounds to assure work is being completed properly and assists when needed. Supervises, schedules, coordinates, and participates in the work of grounds services employees. Monitors and ensures the correct use of supplies and equipment. Maintains a safe working environment. Advises others regarding special assignments or changes in work routines. Assists in work activities to ensure goals and standards are met. Inspects work to ensure completion and quality. Assists in disciplinary actions and hiring decisions. Responsible for securing vehicles, gates, equipment, and assuring the grounds warehouse is secure. Requisitions supplies and assists with equipment inventory records; performs quarterly inventory of all equipment. Trains employees by demonstrating proper techniques and procedures. Performs other related duties as assigned.

Other Specifications: Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required. Basic computer skills are required. Knowledge of methods, materials, and equipment used in grounds maintenance. Proficiency in all duties performed. Working conditions involve exposure to elements such as dirt, dust, heat, cold, chemicals, noise, vibration, and congested work area. Ability to maintain good working relationships with coworkers and other university employees and students.

Uniforms and identification badges are provided by the university according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.