

Company: KIC Facilities Management, LLC

Job Title: Foreman, Grounds and Surfaces

Job Number: 1016

Department: Public Works

Job Summary:

Supervises the maintenance and repair of grounds, landscaping, and surfaced areas at Fort Gordon, and the Fort Gordon Recreation Area. Provides technical direction as necessary to employees in the section.

Essential Functions:

1. Performs duties and responsibilities that are common to most supervisory personnel per the attachment [GENERAL SUPERVISORY DUTIES AND RESPONSIBILITIES](#).
2. Oversees grounds maintenance activities on-site.
3. Identifies problem areas, recommends and schedules corrective actions.
4. Performs related grounds inspections, and submits reports.
5. Advises and makes recommendations as to type of lawn and associated equipment to be purchased.
6. Process requisitions and orders necessary equipment for accomplishment of tasking.
7. Renders technical assistance and guidance as necessary to assigned personnel.
8. Conducts hands-on training class for Operation of Power Mowers and associated equipment.
9. Serves as the Assistant Installation HAZMAT Spill Response Team Leader.
10. Conducts safety meetings and enforces proper safety procedures
11. Enforce correct operating procedures and work standards that will ensure adequate performance and personnel safety.
12. Order the performance of corrective work when problems occur and recommend procedural changes to avoid such problems.
13. Train workers in tasks such as proper equipment operation, general landscaping techniques and standard bmp's.
14. Prepare or maintain required records, such as work activity and personnel reports.
15. Inventory supplies of tools, equipment and materials to ensure sufficient supplies are available.
16. Perform daily observations of workers given constant feedback and assist with disciplinary actions when performance problems occur.

Marginal Functions:

1. Performs other related duties as required.
2. Performs other duties as requested.

QUALIFICATIONS:

	MINIMUM	DESIRED
Education	High School Diploma or equivalent.	Two year Associate Degree or Technical School Certificate with Specialty in Horticulture or equivalent experience with major related job duties.
Experience	Four years in Horticulture, Grounds Maintenance, Equipment Operation, Construction.	
Skills	Lawn maintenance, equipment operation, driver license and road surface repair.	
Certificate, License, Registration, etc.	State Driver's License	HAZMAT Technician Certification Commercial Driver's License
Travel Required	< 5%	

**** This position requires rotating shifts and weekend work****

To apply go to:

<http://kikiktagruk.com/our-business/human-resources/job-openings/>

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GENERAL SUPERVISORY DUTIES AND RESPONSIBILITIES

There are a number of duties and responsibilities that are common to most personnel in a supervisory position, such as:

1. Plan and schedule the work of a section, department or organization for maximum effective utilization of employees, equipment and material within budgetary, cost and quality standards.
2. Estimate manpower requirements. Requisition and select qualified employees necessary to perform work.
3. Assign employees to jobs. Instruct them in proper performance of work and familiarizes them with company rules and regulations.
4. Maintain discipline of employees under their supervision in accordance with established rules and regulations. Initiate appropriate disciplinary action.
5. Assume responsibility for the proper application of established employee relations, wage and salary policies, safety and health regulations.
6. Initiates action and recommends promotions, merit increases, transfers, leaves of absence and other personnel changes.
7. Coordinate the functions performed under his/her supervision with those performed under other supervision.
8. Arranges for proper maintenance of machines, equipment and facilities for which the work unit is responsible.
9. Prepares reports concerning department budget and activities.