



Grounds Sub-Foreman* - Softscape

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POSITION DESCRIPTION **Grounds Sub-Foreman - Softscape**

Responsible to the appropriate Manager, through the appropriate Foreman/Supervisor, coordinates tasks according to priorities and plans, scheduling of crews, allocates general and daily responsibilities, ensures all safety precautions and quality standards are met, reports on progress to Foreman or Manager and communicates issues with projects and staff to Foreman or Manager. This is a hands-on working position.

GRSF – 1

Works independently and, when required, travels from job site to job site using a School Board owned vehicle for transporting workers, supplies, materials, tools and or equipment to the job site.

GRSF - 2

Schedules, organizes, procures projects in the grounds department. Maintains records and reports on projects.

GRSF – 3

Coordinates and consults with a variety of stakeholder groups about gardening bed plantings, trees or shrubbery.

GRSF – 4

May act in the absence of the Grounds Foreman when assigned to do so.

GRSF – 5

Weeds, fertilizes and cultivates areas, including flower beds

GRSF – 6

Plants / prunes shrubs, trees and bushes.

GRSF – 7

Landscapes school grounds as required.

GRSF – 8

Trims lawns and hedges.

GRSF – 9

Cleans work areas, equipment and tools.

GRSF – 10

Performs duties in accordance with District initiatives.

GRSF – 11

Performs duties in compliance with safety regulations.

GRSF – 12

Performs other duties consistent up to the level of the assigned role.

QUALIFICATIONS
Grounds Sub-Foreman - Softscape

EDUCATION	<p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>Red Seal Landscape Horticulturist issued or recognized by the Province of BC</p> <p>Successfully completed courses related to supervisory skills such as leadership, organizational skills, team building and conflict resolution or agreement to complete such courses.</p> <p>Valid Class 5 BC Driver’s License.</p>
EXPERIENCE	<p>Must have a minimum of four (4) years demonstrated work experience in a related field.</p>
KNOWLEDGE	<p>TECHNICAL REQUIREMENTS</p> <p>General knowledge of irrigation programming and control systems.</p>
SKILLS AND ABILITIES	<p>The candidate must possess a demonstrated ability to:</p> <p>Provide expertise to a variety of groups such as students and other stakeholders.</p> <p>Program and monitor irrigation systems.</p> <p>Maintain a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.</p> <p>Operate all tools and equipment required to perform gardening duties.</p>

	<p>Effective communication and presentation skills.</p> <p>Use digital technology; including email, online databases and facilities management software used by School District #61.</p>
<p>WORKING CONDITIONS</p>	<p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient vision and hearing to perform related job duties.</p> <p>Able to perform related physical and mental activities.</p> <p>Able to work in diverse weather conditions.</p> <p>Must be able to lift up to 20kg of weight.</p>

**At the time of writing, "Foreman" is the title used throughout the collective agreement. As per Article 1.10, "plural or feminine will apply wherever the singular or masculine is used.*

Reviewed: June 2017