BUILDINGS & GROUNDS FOREMAN

POSITION SUMMARY

This position will perform skilled and technical work in a variety of buildings, grounds, cemeteries and housekeeping maintenance. Work is performed under the general supervision of the Buildings and Ground Supervisor. Will provide direction and training to lower level skilled and semi-skilled maintenance workers, custodians and seasonal employees.

RESPONSIBILITIES

Essential Duties:

- Perform maintenance and repair, of buildings and building's HVAC, Electrical, Plumbing and Boiler systems.
- Act as lead operator, to include organizing work teams, training, mentoring employees and assuming departmental responsibilities. Responsible for determining methodology to complete assigned tasks.
- Ability to determine daily work assignments.
- Perform chemical application in vector and weed control programs.
- Perform caretaker duties of City cemeteries.
- Perform grounds keeping of City properties as assigned.
- Operate heavy equipment and machinery.
- Perform routine and preventive maintenance of vehicles and equipment. Assist with major equipment maintenance and repair as assigned.
- Respond to and investigate problems and complaints received and ensure resolution when assigned.
- Purchase departmental supplies and provide input for budget preparation.
- Perform snow removal and ice control.
- Conducts and Participates in safety training programs.
- Assist with training new and seasonal employees;
- Perform on-call duties;
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, And Abilities:

- Knowledge of general mechanical, plumbing and electrical repair and diagnosis;
- Ability to interpret work specifications and perform mathematical calculations;
- Ability to read and comprehend maps, diagrams, and regulations;
- Ability to maintain files and records;
- Knowledge of City geography and street locations;
- Ability to use and maintain hand and power tools;
- Knowledge of operations and maintenance of equipment, tools, machinery, and systems such as HVAC, electrical, plumbing, boiler operation;
- Skilled with snow removal and ice control techniques;
- Knowledge of current safety practices;
- Ability to work in varying weather conditions;

- Ability to use a variety of office equipment and applicable computer programs and software applications;
- Ability to train and lead work crews.

Judgment/Decision Making:

- Perform duties within scope of general City policies, procedures, and objectives;
- Expected to exercise considerable initiative and independent judgement to ensure that the quality and quantity of work performed complies with applicable safety standards and operating policies. Exceptions to policies or procedures must be referred to supervisor;
- Make recommendations on departmental policies, procedures, and practices to department supervisor;
- Decisions must be accurate to ensure safety of employees and the public.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Leads other employees in completing tasks while continuing to work alongside.
- Monitors performance and provides direction to Buildings & Grounds personnel in daily operations;
- Assists with training employees;
- Confers with manager about human resources, such as hiring and training, and operational issues;

Relation to Others:

- Position requires contact on a regular basis with employees of several City departments along with the public. Contact with the public usually will involve explaining City policies and procedures;
- Entrusted with sensitive information relating to employees and/or City policies or functions;
- Must be innovative and creative if necessary to meet the needs of the citizens of the city;
- May make presentations to small groups of employees or group training presentations.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (G.E.D.);
- Minimum three years directly related experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License

- North Dakota Class B Commercial Driver's License. Minimum requirements: Automatic Transmission and Air Brakes
- Vector Control Certification (Public Health)
- Commercial Pesticide Applicator Certification with applicable endorsements (Ground Core, Right of Way, Ornamental Turf
- Lift Truck Certification
- Aerial Lift Certification
- NIMS-ICS Certifications: 100, 200, and 700
- APWA Facility and Grounds Certification

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; in all weather conditions; may occasionally work under hazardous conditions; on congested roadways, obstructed roads. Will work around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work. Most work will be performed outdoors.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force to move objects.

Classification: Grade 15 (PW-15)
FLSA: Non-Exempt
Created and Updated to new format: 02/18/16
Approved by CSC: 2/23/2016
Approved by City Commission: 4/18/16, 5/2/2023
Updated: changed grade from 13 to 14, changed title Senior Facility Operator to Buildings & Grounds Foreman by Aaron Praus, Director Zuroff, HR Nameniuk
12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN.
Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.