

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Landscape Foreman	<u>CLASS NUMBER:</u> 30411	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> 034110
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Building Manager, Trades
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Landscapers (030086, 030087, 030088, 030090, 030091, 030168)		

CLASSIFICATION PURPOSE:

The primary purpose of the Landscape Foreman classification is to supervise, provide work direction and train staff. Purchase and maintain supplies and equipment.

JOB DUTIES:

Provide work direction to assigned staff. Perform record keeping, documentation, and/or report tasks (e.g., purchase of supplies, order materials, maintain pesticide records, and perform reports). Coordinate with outside agencies on joint projects. Supervise and perform snow and ice removal. Assist in budget preparation. Participate in herbicidal spraying. Remove, install and maintain plant materials. Prune, mulch, water, apply insecticides, pesticides and/or fertilizers, transplant trees, mow lawns, plant and prepare flowerbeds, remove trash and leaves from ground, trim hedges, repair erosion problems, and remove litter. Monitor subordinates and/or participate in maintenance and repair of equipment, machinery, walkways, parking areas, etc. Operate trucks and equipment. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; inventory control; employee training and development; lead work; supervision; safety practices; public relations; agency policy and procedures. Skill in skilled trade; equipment operations. Ability to interpret variety of instructions in written, oral, picture, or schedule form; add, subtract, multiply and divide whole numbers; calculate fractions, decimals, and percentages; read simple sentences with common vocabulary; establish friendly atmosphere as supervisor of work unit; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of commercial landscaping or related experience.

Additional Requirements

Must maintain a valid Ohio driver's license and Certified Pesticide license is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of employees, provide instruction, maintain department standards, recommend the discipline or discharge and to act on employee issues.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date