



# Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D  
*Superintendent  
Secretary/Treasurer*

Melvin Lodge  
*President*

Glyna Kelley  
*Vice-President*

July 21, 2009

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## **NOTICE OF VACANCY (AS OF ABOVE DATE)**

Applications are being accepted for the following position:

**GROUND FOREMAN**

**IBERVILLE PARISH SCHOOL BOARD  
MAINTENANCE DEPARTMENT**

Anyone interested in being considered for the above position should submit an application or resume' to:

Patrick Norris, Project Manager  
Maintenance Department  
Iberville Parish School Board  
58030 Plaquemine Street  
Plaquemine, LA 70764

**APPROVED BY:** **Dr. P. Edward Cancienne, Superintendent**

**QUALIFICATIONS:** **SEE ATTACHMENT**

**DATE OF EMPLOYMENT:** **August 11, 2009**

**DEADLINE FOR ACCEPTING APPLICATIONS:** **August 3, 2009**

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

## **GROUNDS FOREMAN**

**GENERAL STATEMENT OF DUTIES:** To provide supervision and training of Mower Operators and Grounds personnel at all Iberville School Board facilities. To provide employee support in maintaining all facility's grounds at a high standard of safety, cleanliness, and an attractive visual appearance.

**DISTINGUISHING FEATURES OF THE CLASS:** Members of this class normally will work an eight (8) hour day, but must be available on weekends due to excessive rainfall. Hours may be flexible due to supervision of weekend workers. Grounds Foreman reports to the director of maintenance.

**EXAMPLES OF WORK:** (Illustrative only)

To assist the Director in establishing a high standard of grounds maintenance and appearance through the proper training procedures and efficient project schedules; will ultimately be responsible for determining, implementing, and monitoring grounds maintenance work schedules.

To set the standard of acceptable grounds maintenance through weekly inspections at each facility.

To establish and maintain proper grounds chemical inventories and monitor individual supply levels at each school to see that there are no shortages or misuse of supplies.

To monitor and train equipment operators and groundskeepers on proper equipment usage. To ensure equipment breakdowns are repaired in the shortest reasonable time.

Works closely with facility administration to coordinate projects and to assist the director in ensuring that an open line of communication is established as to their individual needs.

To properly document in writing for the review of the Director of Maintenance all individual training/discipline procedures or incidents.

To anticipate and notify Director of specific scheduling needs at individual facilities to make appropriate adjustments in personnel schedules.

To maintain a positive professional attitude and appearance. To support employees in their personal development in a positive and friendly manner.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have basic supervisory skills, and an intermediate level of mechanical ability. Must have a thorough working knowledge of tractor and mower deck operation, proper chemical mixing procedures, as well as safe handling and dispersal techniques. Must have a valid Louisiana Drivers license.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Minimum of five (5) years tractor and mower deck operation experience.