

## **GROUNDSKEEPER**

**Minimum Qualifications:** Two years of experience in general buildings and grounds maintenance and repair work.

**Reports to:** Director of Facilities II

### **Essential Job Function-Distinguishing Features of the Class:**

The work primarily involves maintaining the grounds of public properties including those of parks, marinas, and schools. The work is performed under general supervision allowing for the exercise of independent judgement in carrying out the details of the work. Direct supervision may be exercised over the work of subordinate employees. A Groundskeeper does related work as required.

### **Performance Responsibilities-Typical Work Activities:**

1. Lays out, lines, prepares, and maintains athletic fields in accordance with sports rules including baseball, softball, football, and soccer fields.
2. Cuts lawns using hand mower and power mower.
3. Trims and edges around walks, flower beds, shrubs, and walls using clippers, string trimmers, and edging tools.
4. Prunes shrubs and trees to shape and improve growth using shears.
5. Sprays lawns, shrubs, and trees with fertilizer or insecticide.
6. Rakes leaves and cleans or sweeps up litter.
7. Shovels snow from walks and driveways and spreads salt on public passage ways.
8. Operates tractor, using specific attachments to till, cultivate, mow, and grade grounds areas.
9. Repairs fences, gates, walls, and walks using carpentry and masonry tools.
10. Cleans out drainage ditches and culverts.
11. Inspects parks and recreation areas and buildings for cleanliness and state of repairs.
12. Makes recommendations as to needed repairs and improvements to parks, marinas, and/or school grounds.
13. Takes part in general building maintenance activities when not keeping grounds.
14. May keep attendance records and a variety of other records and reports associated with the duties.
15. May schedule, assign, and instruct subordinate staff in groundskeeping activities.
16. Drive School Bus.

### **Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:**

Working knowledge of modern buildings and grounds maintenance and repair practices; knowledge of the practices and techniques of one or more of the standard trades; ability to supervise the work of others; ability to follow oral and written instructions; mechanical aptitude;

dependability; manual dexterity; willingness to work outdoors in inclement weather; physical condition sufficient to perform the essential functions of the position to include but not limited to heavy lifting, bending and on feet for prolonged periods of time.

**Terms of Employment:** 12-month position

**Evaluation:** Performance is evaluated by the Director of Facilities II.

**Special Requirement for Appointment:**

In agencies where required, possession of an appropriate class New York State motor vehicle operator's license at time of appointment.

**Special Requirement for Appointment in School Districts/BOCES:**

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

3/2014