



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Groundskeeper/Cleaner**
Jurisdictional Class: Non-Competitive (JC Approved - NYSCSC 2/22/17)
Civil Division: Southern Cayuga Central School District
Adoption: CSM 8/12/15
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a school district and involves responsibility for performing building cleaning and maintenance activities in the upkeep of campus grounds. Depending on the nature of the task, work is performed under general or direct supervision of the Transportation Supervisor, Business Manager or other school official with leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

GROUNDSKEEPER

Mows, rakes, cuts grass, edges sidewalks, and trims shrubbery;
Removes snow and ice to include plowing, shoveling snow, snow blowing as well as salting and monitoring conditions;
Operates power and hand tools required to ensure the care and maintenance of lawns;
Under general supervision, makes minor repairs on mowing apparatus and snow removal equipment;
Performs related work as required.

CLEANER

Ensures hallways, classrooms, lavatories, locker rooms and floors remain clean by dusting, sweeping, mopping, running floor machines as well as stripping and waxing floors;
Collects and disposes garbage and recyclables;
Ensures locations are stocked with appropriate supplies such as soap, paper towels and toilet tissue.
Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of grounds maintenance activities;
Good knowledge of safe operation of hand and power grounds-maintenance tools such as shrubbery trimming, lawn mowing, snow removal and related equipment;
Willingness to work out of doors, occasionally under adverse weather conditions;
Working knowledge of building cleaning practices, supplies and equipment;
Willingness to perform manual work;
Ability to understand and carry out oral and written directions;
Ability to get along well with others;
Neatness and good judgement;
Integrity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in parks or grounds maintenance activities.