



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

**JOB SPECIFICATION**

Civil Service Title:	<b>GROUNDSKEEPER/SCHOOL BUS DRIVER</b>
Jurisdictional Class:	Non-Competitive (Approved NYSCSC 1/12/06)
Civil Division:	All Schools
Adoption:	CSM 4/13/05; 5/11/05
Revised:	CSM 4/11/07

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in a school district and involves responsibility for performing maintenance activities in the upkeep of outdoor recreation athletic fields and campus grounds and also involves the operation of a school bus as needed during the school year. The work is performed under the general 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**

Operates trucks, mowers, tractors, weed eaters, snow blowers, and snow plows in performance of duties;  
Mows, rakes, cuts grass, edges sidewalks, and trims shrubbery;  
Plants and cares for trees, shrubs, plants, and lawns using hand and power tools;  
Lines out-of-bounds in play areas of athletic fields for various sports;  
Removes paper and debris from grounds;  
Assists in snow removal from driveways, parking lots, and sidewalks;  
Performs related work as assigned.

**SCHOOL BUS DRIVER**

Operates a school bus on a regular scheduled run or on a substitute basis;  
Checks the operating condition of the bus before starting on a trip;  
Maintains orderly conduct of children on bus;  
Keeps interior and exterior of vehicles clean and neat;  
May assist Automotive Mechanics and perform minor maintenance tasks on vehicles, such as, but not limited to: changing tires; oil changes, washing school buses, etc.  
May clean bus garage;  
May transport food and supplies;  
Performs related work as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of grounds maintenance activities;  
Good knowledge of the safe operation of hand and power grounds maintenance tools;  
Willingness to perform manual work, occasionally under adverse weather conditions;  
Good knowledge of driving safety practices and traffic laws and regulations;  
Ability to operate a school bus or vehicle under difficult driving and road conditions;  
Ability to make minor repairs to vehicles;  
Ability to get along well with children and command their respect;  
Mechanical aptitude;  
Dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Two years of experience in parks or grounds maintenance activities AND
- (B) Eligibility for the appropriate level NYS driver's license at the time of application.; possession of license at time of appointment.

NOTE: Drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the NYS Commissioner of Education.