



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

JOB SPECIFICATION

Civil Service Title: **GROUNDSKEEPER**
Jurisdictional Class: Non-Competitive
Civil Division: Cayuga County School Districts, Towns & Villages
Adoption: CSM
Revised: CSM 11/17/79, 9/02/81, 6/18/83, 3/17/04

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a school district and/or municipality and involves responsibility for performing maintenance activities in the upkeep of outdoor recreation athletic fields, campus and municipal grounds. The work is performed under general supervision of either the School Principal, Business Manager in School Districts or other officials with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of helpers or assistants temporarily assigned from the district custodial staff or permanently assigned to grounds maintenance. The incumbent does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Mows, rakes and cuts grass, edges sidewalks and trims shrubbery;
Plants and cares for trees, shrubs and plants using hand and power tools;
Operates trucks, mowers, tractors, snow blowers and snow plows in performance of duties;
Lines out-of-bounds in play areas of athletic fields for various sports such as baseball, football, soccer, etc., using hand and power equipment;
Erects, repairs and maintains fencing and borders on the school grounds;
Fertilizes, seeds and cultivates lawns and athletic playing areas;
Removes paper and debris from grounds and athletic areas;
Requisitions and maintains inventory of supplies, tools and equipment necessary for grounds maintenance activities;
Supervises and works with other school personnel on emergency duty relative to snow removal and ice control;
Prepares schedule of storm watch and shares watch duties with Head Custodians;
Establishes and implements a preventive maintenance program for grounds equipment, stands and bleachers;
When not working as a Groundskeeper, an incumbent may perform other routine manual tasks as assigned by supervisors including sorting and delivering mail, messenger activities or minor maintenance tasks;
Removes or directs removal of snow and ice and spreads sand and salt on walks, pathways, drives and parking lots;
May request assistance from the school Head Custodian and coordinates work of and supervises assigned custodial or maintenance staff in snow removal, grounds maintenance or emergency repairs to athletic equipment, bleachers or stands;
Prepares and presents budget requests for ensuing year to Business Manager;
Recommends grounds improvements to Business Manager or other district official;
Recommends employment of grounds work personnel to Business Manager or other appropriate school official;
Prepares a variety of records and reports related to the work.

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 such as shrubbery trimming, lawn mowing, snow removal and related equipment;
Willingness to perform manual work;
Willingness to work out of doors, occasionally under adverse weather conditions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in parks or grounds maintenance activities.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

NOTE: If the position requires the operation of a motor vehicle, then the following special requirement applies:

Eligibility for an appropriate level New York State Driver's License at time of application for appointment.
Possession of the license at time of appointment.