



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	GROUNDSKEEPER/BUILDING MAINTENANCE PERSON
Jurisdictional Class:	Non-Competitive (Approved NYSCSC 12/11/06)
Civil Division:	All School Districts
Adoption:	CSM 04/12/06
Revised:	CSM 04/11/07, 09/12/07

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the responsibility of building maintenance work and grounds keeping duties. The building maintenance duties differ from that of custodial workers and senior custodial workers in that some of the duties are more complex. Performs a variety of semi-skilled buildings and grounds maintenance and repair tasks. Many of the responsibilities involve upkeep of outdoor recreation athletic fields and campus grounds. Assists the superintendent of buildings and grounds. The work is performed under the general supervision of the superintendent of buildings and grounds, business manager, 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 grounds maintenance staff. 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 and maintains play areas of athletic fields for various sports using hand and power equipment;
Fertilizes, seeds and cultivates lawns and athletic playing areas;
Performs semi-skilled work in carpentry, electrical or painting operations;
Helps to install and repair wiring systems and electric fixtures and equipment;
Repairs windows, doors, floors, walls and other parts of buildings;
Helps to install and repair general plumbing equipment, such as sinks, toilets and showers;
May do exterior or interior painting of buildings or may oversee painting projects;
May change oil and maintain equipment;
Serves as general handyman performing a variety of semi-skilled duties;
May perform cleaning tasks such as sweeping, mopping, dusting, collecting and disposing trash;
May prepare a variety of records and reports;
Does other related tasks as required.

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;
Ability to perform plumbing, electrical, carpentry and mechanical repairs as well as a variety of routine maintenance tasks;
Ability to follow oral and written directions;
Ability to perform simple clerical tasks;
Ability to get along well with others;
Willingness to work under inclement weather conditions;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Two years of experience in general building construction OR maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical; AND
- B) Two years of experience in parks or grounds maintenance activities.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of appropriate level New York State driver's license.