

Town of Richmond

GROUNDSKEEPER

MINIMUM QUALIFICATIONS: One (1) year of full-time paid experience, or its part-time equivalent, in the performance of landscaping and/or grounds maintenance activities.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring some knowledge of grounds maintenance activities. The work is performed under general direction. Oversight of the work of helpers and laborers may be exercised. Assignments are outlined in detail and work is inspected frequently. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a variety of equipment such as trucks, tractors, mowers, weed cutters, etc. in the maintenance and care of grounds including all park and recreation areas;
Performs routine grounds maintenance activities such as mowing, cutting, and raking grass;
Keeps grounds free of litter;
Plants and maintains trees, shrubs, and plants;
Removes snow and ice from walks, pathways, and steps;
May oversee the work of laborers and other helpers;
Maintains recreation areas such as baseball diamonds, playgrounds, beaches, and other recreation areas;
When not working as Groundskeeper, perform janitorial and cleaning duties;
May, if directed to do so, perform work at recycling drop-off site, directing the proper dumping of acceptable recyclables, assisting residents in the use of the facility, checking capacity of bins, and performing grounds' maintenance tasks;
Performs general repairs and maintenance to equipment, facilities, and buildings such as, but not limited to, painting, cleaning, and upkeep or other manual work as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Some knowledge of grounds maintenance activities which will have included practices, tools, terminology, and accident prevention of the trade; willingness to perform manual and routine work; ability to follow directions and work independently without constant supervision; physical condition commensurate with the demands of the position; dependable and willing to work under all weather conditions.

APPROVED: MAY 12, 1993

REVISED: 8/1/19; 4/21/23

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Ontario County job specification for Groundskeeper adopted by Geneva City School District on 6/3/03)