

Finger Lakes Community College – Vacancy
Salary Range: \$19.15 - \$24.84/hr

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

HEAD GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is an oversight position that also requires participation in the maintenance of grounds and recreation areas. Work is performed under administrative supervision with considerable discretion for planning and carrying out tasks. Oversight of the work of groundskeeper and other lower-level staff is required and of the maintenance of grounds and recreation areas. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and participates in the continuous maintenance, repair and care of all grounds including recreation areas, playgrounds, lawns, gardens, driveways, parking lots and walkways, and other properties;
Leads and evaluates all groundskeeping staff;
Develops plans and maintenance schedules pertaining to turf care and equipment service;
Leads and participates in the operation of a variety of equipment used in the maintenance and care of all grounds including recreation fields, lawns, gardens, driveways, and walkways;
Leads and participates in the general maintenance and repair of equipment and vehicles used in maintenance and groundskeeping activities;
Leads and may participate in the removal of snow and ice from walkways, roads, and driveways;
Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods, materials, tools and equipment used in the maintenance of grounds and recreation areas; ability to plan, lay out and oversee the work of others; ability to follow oral and written instructions; ability to work with various employees and contractors; ability to operate a personal computer and utilized common office software programs; good manual dexterity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's degree AND two (2) years of full-time paid experience, or its part-time equivalent, in *grounds maintenance activities; OR
2. High school graduation or possession of a high school equivalency diploma AND four (4) years of full-time paid experience, or its part-time equivalent, as described in (1) above; OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT AT TIME OF 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.

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* Grounds maintenance activities include, but are not limited by, trimming trees and hedges; keeping walkways clear; installing and maintain fencing; picking up litter; controlling pests and invasive species; removing snow; water and mowing lawns; planting and watering trees and plants; raking leaves.

APPROVED: SEPTEMBER 12, 2007

REVISED: OCTOBER 13, 2022

CIVIL SERVICE CLASSIFICATION: COMPETITIVE