



# MIDLAKES DISTRICT OFFICE

## PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

### ANTICIPATED – JOB POSTING

**PUBLICATION DATE:** September 13, 2024  
**POSITION:** Substitute Groundskeeper  
**SALARY:** \$20.00 per hour

#### CLASSIFICATION REQUIREMENTS:

- High School Diploma or GED Preferred
- One (1) Year of Full-time Paid Experience, Five (5) Years Preferred
- Possession of a Valid NYS Operator's License
- Must meet Civil Service Requirements

#### GENERAL WORK DESCRIPTION:

- Operate a variety of equipment such as trucks, tractors, mowers, weed cutters, etc. in the maintenance and care of grounds and recreation areas;
- Perform routine grounds maintenance activities such as mowing, cutting, and raking grass;
- Keep grounds free of litter;
- Plant and maintain trees, shrubs, and plants;
- Remove snow and ice from walks, pathways, and steps;
- Maintain recreation areas such as the football field, baseball diamond, playgrounds, and other recreation areas;
- Perform general repairs and maintenance to equipment, facilities, and buildings such as, but not limited to, painting, cleaning, and upkeep or other manual work;
- When not working as Groundskeeper, perform janitorial and cleaning duties;
- Other duties as assigned by the Director of Facilities.

#### APPLICATION PROCEDURE:

Fill out a Phelps Clifton Springs CSD application through the [job board](#) and  
Apply online at the Ontario County Civil Service Employment Portal <https://ontario-portal.mycivilservice.com/jobopps>

**APPLICATION DEADLINE:** September 30, 2024

Classification requirements and general job description are presented here for illustrative purposes only. and do not reflect the totality of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries related to non-discrimination policies: Jeffrey Hamelinck, Compliance Officer/jhamelinck@midlakes.org Coordinator. Mr. Hamelinck can also be reached at 315-548-6475 or by mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries regarding the implementation of Phelps-Clifton Springs Central School District's nondiscrimination policies may also be directed to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).