



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED – JOB POSTING

PUBLICATION DATE:	July 22, 2026
POSITION:	Substitute Groundskeeper
SALARY:	\$21.00 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, weed trimming, 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:	Applications will be accepted continuously throughout the 2026-2027 school year.

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).

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.

* Personal lawn and landscaping maintenance are not paid experience.

SUBSTITUTION – EXPERIENCE: Possession of 30 credit hours in the field of Horticulture, Landscape Contracting, Turf Management, or a closely related field may substitute for the required experience.

- Transcripts must be submitted with application to verify credit hours earned if a degree was not received.

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; 7/10/23

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

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