

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE NYSCSC APPROVED 12/16/2020
APPROVED: MARCH 2, 2020

GROUNDKEEPER/GENERAL REPAIRPERSON

DISTINGUISHING FEATURES OF THE CLASS: Incumbents are responsible for the grounds maintenance of municipal or county properties including grounds, lawns, recreational areas and facilities. Incumbents also perform skilled building and equipment maintenance work requiring a good knowledge of more than one trade. This work requires the operation of motorized equipment and the ability to lift more than fifty (50) pounds. Direct supervision is received from a superior who assigns and inspects work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains and cares for grounds; plants seeds, bulbs, tree seedlings; weeds; prunes trees and shrubs; maintains flowerbeds; trims hedges; mows, rolls, re-seeds and fertilizes lawns; sprays chemicals on infected plants, trees, etc;
2. Operates a variety of motorized equipment, such as tractors, mowers, graders, rollers, and snowplows, in order to maintain grounds and recreational areas, including tubing hills and skating rinks;
3. Makes minor repairs to grounds related equipment including sharpening blades and cutters, engine tune-ups, and other preventive maintenance;
4. Shovels snow from sidewalks, driveways, steps and building entrances, spreads salt and sand, and may operate a motorized snow plow;
5. Picks up and delivers packages and supplies when assigned;
6. Maintains recreational facilities in usable condition including ball-fields, wading pool, tubing hills, skating rinks, etc.;
7. Repairs and refinishes desks, tables, chairs and other furniture;
8. Cleans and paints walls, woodwork, and floors;
9. Repairs and plasters ceiling and walls, builds partitions, constructs cupboards and doors;
10. Inspects, installs and replaces other piping, radiator traps, valves, gauges, pumps and other accessories and fittings;
11. Repairs and replaces plumbing fixtures, water lines, and drains;
12. Replaces lightbulbs, fuses and fixtures and makes electrical installations, replaces window glass and cords, repairs window frames; installs and hangs doors;
13. Maintains equipment and the maintenance shop;
14. Performs routine maintenance and service on HVAC systems;
15. May driver between municipal buildings and facilities to perform duties;
16. When assigned, performs cleaning and janitorial work such as picking up refuse, cleaning restrooms, and moving furniture or equipment;
17. When assigned, may act as relief for other buildings and grounds personnel who are absent due to holiday, personal or sick leave, vacation, and regular days off.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of grounds maintenance practices and techniques; good knowledge of the common practices, materials and tools, terminology and safety precautions of more than one standard trade; working knowledge of the operation of motorized equipment used in the maintenance of parks, lawns, recreational facilities and grounds; working knowledge of HVAC systems; building maintenance skills; ability to work from plans and specifications and to follow rough sketches and oral directions; ability to operate commercial grade motorized equipment used in the grounds maintenance activities; ability to adhere to safety precautions when operating potentially harmful tools and/or equipment; ability to follow written and oral instructions; ability to lift more than fifty (50) pounds; good motor and hand and eye coordination; manual dexterity; willingness to perform routine, sometimes strenuous, manual work; physical endurance; willingness to work varying shifts and schedules; willingness to work in adverse weather conditions; sound judgment; integrity; initiative; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** one (1) year of paid experience in grounds maintenance work which involved the operation of commercial grade motorized equipment **and** three (3) years of paid experience in building construction or maintenance work.

SPECIAL REQUIREMENT:

Possession of applicable New York State Driver's License at time of appointment & throughout employment.