

Groundskeeper Tompkins County

Department: All Civil Divisions

Classification: May be Labor for County Departments and School Districts, non-competitive for all others.

Labor Grade: E (5) for the County, TC3 grade of C

Approved: 10/80. Labor for County and School Districts. NC per NYS CSC 09/11/06 for all others.

Revised: 02/90; 10/06; 9/15; 7/17

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS: None

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS: The preferred candidate must possess a valid New York State driver's license at the time of appointment and maintain such license continuously for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the care and maintenance of grounds. Employees in this class also operate and maintain various types of motor vehicles and power equipment. Grounds-keepers work under the general supervision of a higher-ranking employee but are permitted some exercise of independent judgement in carrying out the details of the work. Specific instructions may be given for new or unusual assignments. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Maintains grounds by mowing, raking, cutting, rolling, reseeding and fertilizing lawns;
- Plants and cares for trees, shrubs, and flowers;
- Operates and may perform routine maintenance on trucks, tractors, backhoes, mowers, rollers, tillers, chain saws, and other equipment;
- Removes snow and ice from walks, driveways, steps, and building entrances;
- Keeps grounds free of litter and debris;
- Collects and disposes of rubbish;
- Makes deliveries, loads and unloads materials and moves furniture and equipment;
- When not working as a Groundskeeper, may do other maintenance or cleaning work.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of grounds maintenance practices and techniques;
- Working knowledge of the operation and maintenance of manual and mechanical equipment used in grounds maintenance and snow removal;
- Ability to follow oral and written instructions;
- Willingness to perform physical labor;
- Willingness to work in adverse weather conditions;
- Mechanical aptitude and dependability;
- The employee's physical and condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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