

Department: In all Civil Divisions  
Classification: Non-Competitive \*Pending CSC Approval

SPEC DISK GC  
DOCUMENT 27

### HEAD GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for being in charge of a variety of grounds maintenance activities in all seasons of the year. This is an important supervisory position involving the responsibility for efficient and economical grounds maintenance. The incumbent is responsible for patrolling municipal buildings for security purposes and reporting any unusual conditions or disturbances to the proper authorities. The work is performed under the general supervision of a supervisor or superintendent of buildings and grounds allowing for the exercise of independent judgment. Immediate supervision is exercised over the work of subordinate grounds maintenance personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules and assigns grounds maintenance work to Groundskeepers;  
Keeps records and maintains reports of hours worked by self and subordinates;  
Acts as liaison with other Town entities to ensure the most efficient means of accomplishing assigned duties;  
Mows, rakes and cuts grass, trims hedges and plants flowers;  
Keeps grounds free of litter;  
Patrols buildings, checks windows, doors and entrances to buildings to insure they are closed and secure;  
Prevents admittance to premises of unauthorized persons;  
Plants and cares for shrubs, trees and flowers;  
Removes snow and ice from walks, pathways and steps using snow blower and shovel;  
Investigates unusual conditions or disturbances relative to security of public buildings;  
Checks buildings and surrounding areas for fire hazards;  
May perform minor building maintenance tasks not required servicing by a skilled tradesman;  
Performs other routine manual tasks as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of grounds maintenance activities; ability to perform routine manual work; ability to perform building security duties and responsibilities; ability to follow moderately difficult oral and written directions; ability to think and act quickly in emergencies and write accurate reports of incidents; willingness to work nights and on unusual shifts; good vision and hearing; ability to operate hand and power tools used in grounds maintenance activities; ability to plan and supervise the work of others; thoroughness; resourcefulness; dependability; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience as a groundskeeper.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Driver's License at the time of appointment.

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