

HEAD GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position with the responsibility for the condition and maintenance of extensive municipal grounds, recreation areas, and municipal buildings. Employees in this class must be able to perform as well as supervise any work which arises e.g. landscaping, care of playing fields and semi-skilled trades work. This class differs from that of Senior Groundskeeper by the greater degree of responsibility required by large scale grounds work and the greater degree of supervisory responsibility. Work is performed under the general supervision of an administrative employee of higher rank. Direct supervision is exercised over subordinates. The work site varies according to job assignment; substantial out-of-doors work is required.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the care of lawns and the care and trimming of shrubbery and trees;
2. Supervises and participates in the maintenance of baseball diamonds, basketball and tennis courts and other recreation areas;
3. Repairs playground and athletic equipment;
4. Supervises and participates in caring for equipment used in grounds maintenance work;
5. Performs a variety of landscaping activities such as planting trees and shrubs;
6. Supervises and participates in snow removal activities;
7. Inspects work performed by contractors in repairing walks and setting up playground areas;
8. Requisitions supplies and equipment and makes budgetary recommendations pertaining to groundskeeping work projects;
9. Enforces established safety practices;
10. Performs a wide variety of related groundskeeping tasks as required;
11. May operate a variety of equipment such as tractors, power mowers, rollers, and dump trucks;
12. May keep records and make reports on activities;
13. May perform minor tasks of a semi-skilled nature such as carpentry, welding, plumbing, and minor electrical maintenance for facilities;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, materials, tools and equipment used in the maintenance of grounds and recreation areas; ability to plan, direct and supervise the work of others; ability to follow oral and written instructions; ability to keep simple records and make reports; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three years of experience in grounds maintenance activities; or any equivalent combination of experience and training.

SPECIAL REQUIREMENT: An appointing authority may require the possession of the appropriate New York State Motor Vehicle Operator's license at the time of appointment.

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