

SENIOR CLEANER/GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine physical labor in grounds maintenance work involving responsibility for leading and participating in the work of a crew in the proper and efficient completion of a variety of groundskeeping and grounds maintenance projects for a school district. The incumbent assists the Head Groundskeeper with coordinating and implementing work projects, and may act in the Head Groundskeeper's place in his/her absence. Work is performed under general supervision of the Head Groundskeeper and/or higher level school administrator, with limited leeway allowed for the exercise of independent judgment. Supervision is exercised over work crews, with responsibility for groundskeeping, snow removal, and other projects. The incumbent actively participates in groundskeeping operations, while providing leadership to subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with planning and implementation of preventive maintenance programs for grounds and grounds maintenance equipment;  
Assists with evaluation of existing programs and future needs and makes recommendations to superiors;  
Assists with assigning, directing and evaluating cleaner/groundskeeping personnel;  
Helps to train grounds maintenance personnel in proper maintenance routines and procedures;  
Assists with directing plowing and shoveling of snow;  
Assists with maintaining inventory of supplies and equipment;  
Cleans interior sections of buildings, including but not limited to classrooms, cafeterias, offices, bathrooms, hallways, storerooms, boiler rooms;  
Dusts chairs, tables, and other furniture;  
Washes windows, walls, woodwork, blackboards, sinks and other fixtures;  
Replaces light bulbs, and assists with minor repairs;  
Sweeps, mops, and waxes floors;  
Gathers and disposes of refuse, replaces paper towels, and toilet tissue;  
Mows lawns and cares for flowerbeds, walks, and driveways;  
Rakes leaves, and trims shrubs, cleans catch basins;  
Marks and maintains athletic fields, tracks, courts, etc.;  
Maintains athletic fields and tracks, sets up and removes bleachers;  
Shovels snow and blows snow;  
Performs minor maintenance on mechanical equipment such as mowers, sanders, etc.;  
May maintain simple records and make oral and written reports as needed;

May operate excavation equipment such as backhoe and bulldozer;  
May operate trucks to plow snow and sand parking lots;  
May be required to operate a school bus on occasion;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of ground maintenance methods, materials and equipment; working knowledge of the care and propagation of flowers and shrubs; working knowledge of the layout and care of athletic fields and recreation areas; working knowledge of building cleaning principles and practices, materials and equipment; ability to plan and direct the work of others; ability to understand and follow moderately complex oral and written instructions; good mechanical aptitude; willingness to perform manual work; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and three (3) years experience in grounds or recreation field maintenance or related work; or
- b) Five (5) years experience in grounds or recreation field maintenance or related work; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SPECIAL REQUIREMENTS:

1. Eligibility for the appropriate level New York State Drivers License at the time of application; possession of the appropriate level New York State Drivers License at time of appointment.
2. Depending upon assignment, candidates may be required at the time of appointment to be at least twenty-one (21) years of age and to meet the requirements set forth in the Rules and Regulations of the New York State Commissioners of Education and Motor Vehicles.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.