

Department: In all Civil Divisions
Classification: Labor
Grade: 2

SPEC DISK H2
DOCUMENT 37

GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of grounds maintenance activities in all seasons of the year. Additionally, employees in this class are responsible to patrol municipal buildings for security purposes and report unusual conditions or disturbances to proper authorities. The work is performed under general supervision of a supervisor or superintendent of buildings and grounds with limited leeway allowed for exercise of independent judgment. Supervision may be exercised over the work of helpers when engaged in groundskeeping activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- 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;
- When not working as a groundskeeper, performs other routine manual tasks as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of grounds maintenance activities; ability to perform routine manual work; ability to perform building security duties and responsibilities; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience as a laborer engaged in groundskeeping activities or as a watchman.