



CIVIL DIVISION
CLASS SPECIFICATION

**GROUNDSKEEPER/PARK
ATTENDENT**

DATE ADOPTED: 9/30/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is routine manual work in maintaining grounds and equipment found at parks throughout a municipality. Incumbents are also responsible for assisting and participating in park maintenance and recreation activities. Work is performed under general supervision with assignments being outlined in detail and spot-checked by inspections. Supervision will be exercised over the work of subordinate seasonal employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Cuts, rakes, fertilizes, waters and otherwise maintains lawns and grounds;
2. Cleans grounds of refuse, debris, and similar materials;
3. Maintains lawns, grounds, playing fields, golf courses and playground equipment;
4. Levels, grades and removes stones;
5. Participates in snow and ice control activities including spreading sand and salt;
6. Assists in miscellaneous activities such as moving heavy objects;
7. Performs groundskeeping activities such as seeding, fertilization and watering;
8. Transplants seedlings and plants and cares for trees and shrubs, including clipping and pruning;
9. Performs general maintenance tasks in the preparation and care of sports fields;
10. Removes garbage and delivers to dumpster or landfill;
11. Maintains equipment used in grounds maintenance;
12. Drives motor equipment as required for maintenance tasks;
13. May perform minor tasks of a semiskilled nature such as carpentry, painting, plumbing and minor electrical maintenance;
14. Supports and participates in recreational programs and events in parks;
15. Provides information and assistance to park patrons;
16. May direct traffic in parks;
17. Patrols parks to prevent vandalism and violation of park regulations;
28. May make minor repairs to buildings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of grounds maintenance activities;
Knowledge of park functions, operations, regulations, policies and procedures;
Ability to work with people of different age groups and backgrounds;
Ability to perform routine unskilled maintenance, routine manual work and custodial tasks;
Ability to assist and participate in recreational activities;
Ability to supervise the work of others;
Ability to understand and carry out complex oral and written directions;



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Ability to work outdoors under all weather conditions;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Six (6) months of work experience in groundskeeping, maintenance, or parks/recreation activities.

SPECIAL REQUIREMENT:

Possession of a valid Driver's License to operate a motor vehicle in New York State at time of application and to maintain the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive *PJC

REVISION HISTORY: