

## **GROUNDSKEEPER / CLEANER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work involving the maintenance of grounds and related equipment and building cleaning. Work is performed under general supervision for assignments which follow a well-established routine. Although it is not normally a function of the class, supervision may be exercised over seasonal or temporary employees.

### **TYPICAL WORK ACTIVITIES:**

1. Mows, rakes and cuts grass;
2. Cleans grounds of refuse, debris, and similar materials;
3. Maintains lawns and grounds;
4. Levels, grades, and removes stones;
5. Participates in snow and ice control activities;
6. Spreads sand and salt;
7. Performs groundskeeping activities such as seeding, fertilization, and watering;
8. Transplants seedlings, plants and cares for trees and shrubs; including clipping and pruning;
9. Maintains equipment used in grounds maintenance;
10. Gathers and disposes of refuse;
11. Drives motor equipment as required for grounds maintenance and related tasks;
12. Dusts chairs, tables, desks, and other furniture;
13. Washes windows, walls, woodwork, water closets, tubs, bowls, and chalk boards;
14. Changes light bulbs;
15. Sweeps, mops, washes, strips, waxes and oils floors;
16. Cleans and polishes furniture and brass;
17. May occasionally maintain watch over buildings;
18. May assist in maintenance of driveways;
19. May perform minor maintenance tasks of an unskilled nature;
20. May operate machinery such as sign makers;
21. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of grounds maintenance activities; willingness to work outdoors in all weather conditions; willingness to perform routine manual work; ability to acquire knowledge of routine cleaning operations, materials and equipment; ability to understand and follow simple oral and written instructions; mechanical aptitude; thoroughness; punctuality; cleanliness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

No minimum qualifications required.

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment.

TR2414

ADOPTED: 01/03/95