

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** GROUNDSKEEPER

**TITLE #:** 1325

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work occasionally involving the operation of light motor equipment in connection with the upkeep of buildings and grounds in a school district or municipality. The work is performed under the general supervision of a higher level employee or municipal official. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Mows lawns, cares for flowerbeds, walks and drives, trims hedges, trees, shrubs and rakes leaves;

Removes and keeps grounds free of litter and trash;

May operate a light truck in connection with the removal of snow and ice from walks and driveways;

May repair and service small motor equipment;

May assist in electrical, plumbing, heating, carpentry or masonry repairs;

May perform tasks such as sweeping and mopping floors, dusting woodwork and other equipment;

When assigned to a recreational site:

Maintains facilities and secures doors and gates;

Paints and repairs park and facility equipment;

May be required to act as a guide on a seasonal basis;

May operate a small backhoe and dump truck in the maintenance of fields;

May schedule and maintain daily work log, service records and supply inventory.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Some knowledge of the accepted procedures and practices of grounds maintenance work; ability to operate a truck or other light automotive equipment when required; ability to follow oral and written directions; willingness to perform routine manual work; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One (1) year of experience in the maintenance or cleaning of buildings and/or grounds.

**NOTE:** May be required to possess and maintain a valid Driver's license in a class appropriate to the requirements of the Appointing Authority.

**JURISDICTIONAL CLASS:** Non-Competitive

ADOPTED: 4/23/96

FORMERLY KNOWN AS GROUNDSMAN

REVIEWED: 04/01/03 AG

REVISED: 10/07/04 AG

REVISED: 09/03/10 TH

REVISED: 6/22/2011 dr