

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

CLASS TITLE: SUPERVISING GROUNDSKEEPER

TITLE #: 1847

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision of grounds maintenance activities in a municipal park system or school district. Work is performed under the general supervision of a designated higher ranking official in accordance with established rules and regulations and involves the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules, supervises and participates in grounds maintenance activities including but not limited to: planting, seeding, mowing, clearing brush, repairing parking areas, pool maintenance, painting and leveling athletic fields for events, clearing snow from walks, driveways, roof areas and parking areas;

Conducts routine inspections of all grounds machinery and equipment, maintaining same in safe and working condition;

Schedules, supervises and participates in the maintenance and repair of all power and hand equipment;

Maintains inventory of supplies, materials, repair and replacement parts for all ground and maintenance equipment and vehicles;

Schedules, supervises and participates in maintenance of sidewalks, steps, curbing and roadways;

Schedules, supervises and participates in snow removal and sanding of parking lots and sidewalks;

Instructs and supervises subordinates in the safe operation and maintenance of power and hand equipment;

May maintain employee records and prepare activity reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, tools, equipment, materials and terminology of grounds maintenance activities; good knowledge of the operation of machinery and tools used in groundskeeping; good knowledge in the maintenance of groundskeeping machinery, equipment and tools; good knowledge of planting, cultivating, pruning, and general care of plants, flowers, shrubs and lawns; good knowledge of the symptoms and means of combatting insects and other pests typical of the area; ability to understand and follow oral and written directions; ability to plan and supervise the work of others; ability to prepare routine records and reports; willingness to perform routine manual work; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A) Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree (or higher) in Landscape Development, Recreation and Sports Area Management or related field and one (1) year of supervisory experience involving all aspects of grounds and grounds equipment maintenance; OR
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid work experience involving all aspects of grounds and grounds equipment maintenance, one (1) year of which must have been in a supervisory capacity; OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: May be required to obtain and maintain an appropriate pesticide, insecticide and herbicide applicator's certification in a category determined appropriate by the appointing authority within one (1) year of appointment,.

SPECIAL REQUIREMENT: Must possess and maintain a valid Driver's license in a class appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASS: Competitive.

REVISED: 06/12/17 hm