

GROUNDSKEEPER III

Department: Public Works
Classification: Non-Competitive
Specification Number: 3657
Approved: 5/4/23
Revised: By JG

MINIMUM QUALIFICATIONS

Four (4) years of experience in grounds maintenance activities.

NECESSARY SPECIAL REQUIREMENT

Depending on the nature of the assignment, at the time of appointment and during employment in this title, candidates may be required to possess a valid New York State driver's license to operate a motor vehicle.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class supervises the work of groundskeepers and laborers who are engaged in the maintenance and improvement of municipal grounds including parks, beaches, recreational facilities and the grounds surrounding public buildings. Work involves responsibility for supervising and participating in the maintenance of municipal grounds. The work differs from a Groundskeeper II in that the incumbent is responsible for supervising the work of a number of crews that are engaged in grounds maintenance activities in large municipal grounds including parks, beaches, recreational facilities and the grounds surrounding public buildings. Responsibility is included for determining work assignments, instructing employees regarding work procedures and methods and performing inspections of completed work. The nature of the position is such that the incumbent is required to participate in grounds maintenance activities. Work is performed under the general supervision of the Grounds Maintenance Supervisor in a large municipality or an administrative supervisor in a smaller agency; and is reviewed through consultation and review of completed assignments.

TYPICAL WORK ACTIVITIES

- Supervises, assigns, inspects, and participates in activities of subordinate grounds keeping personnel;
- Estimates and requisitions grounds keeping supplies and equipment;
- Recommends and implements new landscaping designs, and supervises planting of flower beds;
- Performs on-site inspections of work performed by grounds maintenance crews at various locations;
- Trains and orients new grounds keeping personnel;
- Prepares work assignments based on the maintenance schedule determined by the Grounds Maintenance Supervisor or other assigned supervisory;
- Supervises the operation of motor vehicles and equipment assigned to the maintenance work crews;
- Maintains attendance records for subordinate personnel.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of effective supervisory techniques; thorough knowledge of the occupational hazards and necessary safety precautions in grounds maintenance work; good knowledge of the methods used in propagating, planting, cultivating, pruning and the general care of plants, flowers, shrubs and lawns; good knowledge of the tools, terminology and practices of grounds keeping and construction trades; ability to plan, assign and supervise the work of employees in a manner conducive to full performance and high morale; ability to understand and effectively carry out written and oral instructions; ability to interpret and work from technical plans and sketches; physical condition commensurate with the demands of the position.