



***Seneca County***  
***Personnel Department***

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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **GROUNDSKEEPER/CLEANER**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter the following as your response:**

- Town of Seneca Falls

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing a variety of grounds maintenance activities in all seasons of the year. Employees in this class are responsible for the operation of a variety of automotive equipment such as trucks, tractors and mowing equipment. In addition, employees are responsible for performing a variety of building cleaning and maintenance tasks. The work is performed under general supervision with leeway allowed for the exercise of independent judgement. Supervision may be exercised over the work of various helpers and/or student workers when engaged in grounds keeping and other activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Maintains grounds by mowing, raking, cuttings, rolling, reseeding and fertilizing lawns;

Plants and cares for trees, shrubs, and flowers;

Assists in the preparation and maintenance of baseball diamonds, football fields, running tracks, ice skating rinks, playgrounds, and other athletic and recreational areas;

Operates and may perform routine maintenance on trucks, tractors, backhoes, mowers, rollers, tillers, chain saws, and other equipment;

Removes snow and ice from walks, driveways, steps, and building entrances;

Keeps grounds free of litter and debris;  
Assists in the construction and repair of pavilions, garages, picnic tables, benches, docks, fireplaces, fences, and bleachers;  
Collects and disposes of rubbish;  
Dusts chairs, tables, desks and other furniture;  
Washes windows, walls, woodwork, ceiling fixtures, bathrooms;  
Sweeps, dustmops, mops and washes floors;  
Gathers and disposes of refuse;  
Cleans and polishes furniture and brass;  
Vacuums carpets;  
Reports any maintenance that is required to repair or replace vandalism, light bulbs and signage;  
Sweeps sidewalks and entrances  
Stripping, sealing and waxing of floors.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of grounds maintenance practices and techniques; working knowledge of the operation and maintenance of manual and mechanical equipment used in grounds maintenance and snow removal; ability to follow oral and written instructions; willingness to perform manual labor; mechanical aptitude; dependability; Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Appropriate New York State Driver's License.