

**DUNDEE CENTRAL SCHOOL DISTRICT
55 WATER STREET
DUNDEE, NY 14837**

**ANTICIPATED VACANCY
THE DUNDEE CENTRAL SCHOOL DISTRICT**

I. TITLE:	GROUNDSKEEPER – 12 month, Full-Time
II. NEW HIRE HOURLY RATE:	\$16.50 - \$20/Hour, Depending on Experience
III. EFFECTIVE DATE:	ASAP
IV. APPLICATION DEADLINE:	February 11, 2026
V. POSITION CLASSIFICATION:	Non-Competitive
VI. APPLY TO:	Yates County Personnel Office 417 Liberty Street Penn Yan, NY 14527

All applicants must have an approved Civil Service application on file for the above position at the Yates County Personnel Department.

Posting Date: January 28, 2026

DUTIES AND QUALIFICATIONS:

Applicants are expected to perform manual work in grounds maintenance activities, including but not limited to lawn, turf, tree and recreation area care and maintenance; sport field maintenance and layout; snow and ice removal; simple maintenance of equipment; and other routine manual work as assigned. Position requires early morning availability and dependability, with seasonal adjustments to work schedule. Candidates must have at least one year of experience in grounds maintenance, must have a valid driver's license, be able to follow directions, have a mechanical aptitude and physical condition commensurate with the demands of the position.



GROUNDKEEPER

Jurisdictional Class:	Non-Competitive
Civil Division:	Village – School
Adopted by YCCSC:	4/3/1997
Revised by PO:	5/9/2014
Revised by PO:	2/20/2018

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the care and maintenance of grounds. Employees in this class also maintain various types of motor vehicles and power equipment. Groundskeepers work under general supervision with some exercise of independent judgment in carrying out the details of the work. Specific instructions may be given for new or unusual assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains grounds by mowing, raking, cutting, rolling, re-seeding and fertilizing lawns;
Plants and cares for trees, shrubs and flowers;
Operates and may perform routine maintenance on trucks, 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;
Collects and disposes of rubbish;
When not working as a Groundskeeper, may do other maintenance or cleaning work;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 physical labor;
Willingness to work in adverse weather conditions;
Mechanical aptitude;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

If required: must possess an appropriate level, valid NYS Driver's License at the time of application, and such license must be maintained in good standing throughout the tenure of employment in the position.

If required: must obtain a pesticide applicator's license within a prescribed period of time after appointment, (to be determined by the appointing authority).