



## **TOWN OF NORTH CASTLE RECREATION & PARKS**

40 Maple Avenue ~ Armonk, NY 10504

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[www.NorthCastleNY.com](http://www.NorthCastleNY.com)

**Matt Trainor – M.S., C.P.R.P**  
Superintendent

Date: December 19, 2023

### **JOB ANNOUNCEMENT: PARKS GROUNDSKEEPER** **Salary Range \$51,698 - \$58,161**

The Town of North Castle Parks and Recreation Department has an opening for a Parks Groundskeeper. The Parks and Recreation Department is responsible for operating and maintaining municipal parks, two community centers, pool facility, ballfields, and other municipal properties in town.

This position reports to the Parks Foreman. Position will perform indoor and outdoor maintenance tasks to facilities and grounds in addition to other general responsibilities of the department. Candidate must have experience including, but not limited to the following: operating mowers, Backhoe/ front end loader, small engine equipment, shop tools, heavy-duty trucks with trailer, beautification, irrigation and athletic field maintenance. Experience in inspections, reporting, and keeping repair logs. Ability to lift minimum of 50 pounds preferred (not a requirement).

Please find attached the basic overview of the job title and responsibilities. Please note this is a probationary position subject to an evaluation period of 12 – 52 weeks.

**Position is open until filled.**

Please send resumes to:

**Town of North Castle**  
**Matt Trainor**  
**Superintendent – Parks & Recreation**  
**40 Maple Avenue**  
**Armonk, NY 10504**  
[mtrainor@northcastleny.com](mailto:mtrainor@northcastleny.com)

## PARK GROUNDSKEEPER

GENERAL STATEMENT OF DUTIES: Performs routine manual work in connection with the general and specific upkeep and maintenance of facilities and park grounds; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent in this class is responsible for performing semi-skilled and unskilled manual labor related to the care and maintenance of facilities and grounds (i.e. athletic/sports fields, benches, floats, etc.). This position is required to perform ordinary protective service in general and specific upkeep of facilities and in the care of tools and equipment. Assignments are outlined in detail and work is frequently checked by inspection. Supervision is not usually a function of this position, however, the Park Groundskeeper may act as a lead in a crew of unskilled workers and/or trainees assigned to the facility (ies).

### EXAMPLES OF WORK: (Illustrative Only)

Uses power equipment, i.e. tractor lawn mowers, grass cutters, etc. in the maintenance, mowing, raking and cutting of grass in municipal parks;

Uses various power and no-power tools in the trimming and/or removal of brush and trees in park areas;

Makes repairs to park building(s), athletic/sports facilities, etc, which may involve minor electrical, carpentry, plumbing, masonry or other trade tasks;

Operates a pick-up truck or other vehicle to transport equipment, supplies or personnel to various park sites;

Prepares athletic fields for play including cutting grass, removing litter/debris, lining fields, etc.;

Maintains paths, driveways and parking lots including sweeping of areas, snow removal and minor black top repair;

Maintains, services and makes minor adjustments to power tools, motorized equipment and park vehicles;

Paints and repairs park benches, boats, floats, etc.;

Cleans swimming pool and refills with water;

Makes minor repairs to parks equipment;

Participates in grounds maintenance, including seasonal care of trees, shrubs, flowers, ground preparation for lawn rejuvenation, planning and fertilizing activities, including pesticide application and control;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with ground maintenance activities, tools, and equipment; ability to understand both oral and written directions; ability to ascend and work in lofty places, where required; willingness to perform routine manual work; honesty; reliability; physical endurance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None

SPECIAL REQUIREMENT: If employee is required to operate automotive equipment: possession, at time of appointment, of a valid license to operate a motor vehicle in New York State, appropriate to the equipment being operated.