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143 Genesee Street ♦ Avon, NY 14414 ♦ Phone: 585-226-8461 ♦ Fax: 585-226-6615

## **GROUNDSKEEPER JOB POSTING**

**QUALIFICATIONS** Ability to use and maintain outdoor lawn and snow removal equipment.

**GENERAL STATEMENT OF RESPONSIBILITIES** The work involves maintaining of the library's outdoor property in all seasons of the year, keeping the lawn and beds looking well-kept and removing snow and ice so the walkways are safe for patrons and staff.

### **PERFORMANCE RESPONSIBILITIES**

#### **Lawn & Beds:**

1. Mow lawn weekly (or as needed due to exceptional rain or drought).
2. Trim lawn edges bi-weekly.
3. Mulch beds in the Spring.
4. Weed beds and treat for weeds with a non-toxic library approved weed-killer as needed.
5. Trim and shape bushes and shrubs as needed.
6. Inspect trees on library property and remove dead/damaged branches as able. Inform Director of any potential issues or tree maintenance beyond the scope of job and library's equipment.

#### **Snow & Ice:**

7. Use library's snow removal equipment to clear sidewalks, stairs, and ramps of snow and ice.
8. Shoveling should be done on a 2" trigger and before 9 AM on days the library is open.
9. Spread ice melt on sidewalk, stairs, and ramp as needed.

#### **General:**

10. Maintain library's equipment in good working order.
11. Maintain equipment storage shed and lock when not in use.
12. Performs other tasks as required and assigned by the Director. (Senior Clerk or Trustees in absence of Director).
13. Completes any required trainings as directed by the Director.
14. Track hours and complete all payroll paperwork as directed by the Director.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Working knowledge of lawn care and snow removal and the necessary equipment.
2. Ability to lift and do the physical work of maintaining the grounds.

### **TERMS OF EMPLOYMENT**

This is a permanent twelve-month position with a six-month probationary period. The employee in this title reports directly to the Library Director. Salary (below) established by the Board of Trustees. Performance of this position will be evaluated annually by the Library Director in accordance with the Board's policy.

**Starting Pay:** \$13.20/hour

**Expected Weekly Hours:** 2-7, seasonally dependent

**TO APPLY:** Please submit application, resume, cover letter, and references to: [avonlibrarydirector@owwl.org](mailto:avonlibrarydirector@owwl.org) or mail to Avon Free Library, 143 Genesee Street, Avon, NY 14414 by July 15, 2022.