

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 22-23-117  
OCTOBER 2022**

**GROUNDSKEEPER/MAINTENANCE MECHANIC  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**GROUNDSKEEPER/MAINTENANCE MECHANIC  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**APPLICATION**

Candidates must complete an application available to print through the Human Resources Tab at [www.poughkeepsieschools.org](http://www.poughkeepsieschools.org)

**QUALIFICATIONS:**

EITHER: (A) One (1) year of full-time work experience at a full performance level in a skilled trade such as plumbing, electrical, HVAC, groundskeeping, or carpentry;

OR: (B) Four (4) years of experience in general building construction, building maintenance and repair, or groundskeeping;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

This position combines responsibility for both grounds and building maintenance. The incumbent maintains all grounds, athletic and playground facilities, and related equipment in safe, usable and presentable condition. In addition, the incumbent performs a wide range of building maintenance and repair activities at a skilled level. The work is performed under the direct supervision of the Director of School Facilities and Operations or other administrative personnel. Supervision may be exercised over subordinate cleaning and maintenance staff.

1. Cuts, rakes, fertilizes, waters and otherwise maintains lawns and grounds;
2. Plants and cares for trees and shrubs, including trimming, pruning, fertilizing and watering;
3. Performs general maintenance in the care and preparation of athletic fields, stands and fences;
4. Periodically inspects and maintains playground equipment and related facilities;
5. Cleans grounds of trash and debris and transports to proper disposal facilities;

6. Maintains sidewalks, pathways, roads, parking lots and driveways;
7. Performs snow and ice control activities, including plowing, shoveling, and spreading sand and salt;
8. Performs skilled repairs to plumbing, HVAC facilities, electrical systems, doors and windows, furniture, grounds maintenance equipment and other facilities and equipment;
9. Maintains a preventive maintenance program by inspecting facilities and equipment to ascertain need for repair;
10. Estimates materials and costs for repair work;
11. Installs shelving, storage cabinets and new hardware;
12. Performs skilled painting;
13. Maintains time and material usage records;
14. May supervise other employees performing repair and maintenance work of a lesser skill level;
15. Does related work as required.

Good knowledge of the principles, practices and tools used in grounds and athletic facilities maintenance; good knowledge of the principles, practices and tools used in skilled institutional facility repair and maintenance; ability to work outdoors in all weather conditions; ability to perform safe and economical repairs on a wide variety of facilities and equipment; ability to communicate, both orally and in writing; ability to plan and supervise the work of others; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

**SALARY:** In accordance with the CSEA contract

**FINAL DATE FOR FILING:** Open until filled

**PLEASE SEND LETTER OF INTEREST RESUME, APPLICATION TO :**

cc: [mrodriguez@poughkeepsieschools.org](mailto:mrodriguez@poughkeepsieschools.org)  
[sstevens@poughkeepsieschools.org](mailto:sstevens@poughkeepsieschools.org)  
 Mr. Marcos Rodriguez  
 Director of Facilities  
 Poughkeepsie Middle School

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.