

NOTICE OF VACANCY

Position Title: Part-Time Groundskeeper

HOURLY: \$11.00

REPORTS TO: Head Groundskeeper

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Part-time as needed; FLSA Non-Exempt

HOURS: Mon-Fri/as needed

START DATE: As soon as possible

SUPERVISORY DUTIES: N/A

POSITION SUMMARY: The Groundskeeper is a part-time member of the Physical Plant team responsible for maintaining the appearance, safety, and overall condition of campus grounds. This position performs routine landscaping duties such as mowing, trimming, and caring for lawns, trees, and shrubs; supports the upkeep of athletic fields; and assists with irrigation system installation and maintenance. The Groundskeeper may also support general maintenance tasks as needed, contributing to a well-maintained and functional campus environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains campus grounds through mowing, edging, trimming, and general lawn care.
- Provides care and upkeep of trees, shrubs, flowerbeds, and other landscaped areas.
- Assists with preparation and maintenance of athletic fields and grounds.
- Applies herbicides, insecticides, and fertilizers in accordance with safety guidelines.
- Installs, operates, and performs basic maintenance on irrigation systems, including underground systems.
- Operates and maintains groundskeeping equipment such as mowers, trimmers, edgers, and chain saws.
- Assists with general maintenance tasks, including moving furniture, equipment, and supplies as needed.
- Performs minor repairs and upkeep of tools and equipment used in grounds maintenance.
- Follows safety procedures and maintains a clean and organized work environment.
- Collaborates with Physical Plant staff and other departments to support campus operations.

SKILLS & ABILITIES:

- Knowledge of grounds maintenance practices, including lawn care, landscaping, and plant care.
- Ability to safely operate and maintain groundskeeping equipment such as mowers, edgers, trimmers, and chain saws.
- Basic understanding of irrigation systems, including installation, operation, and troubleshooting.
- Ability to apply herbicides, insecticides, and fertilizers safely and in accordance with guidelines.
- Strong attention to detail to ensure campus grounds are well-maintained and visually appealing.
- Ability to perform physically demanding work, including lifting, carrying, bending, and working outdoors in varying weather conditions.
- Ability to follow instructions and complete tasks independently with minimal supervision.
- Basic problem-solving skills related to equipment and grounds maintenance issues.
- Ability to communicate effectively and maintain positive working relationships with supervisors, coworkers, and campus personnel.
- Dependability and ability to manage time efficiently to complete assigned tasks.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- High school diploma or GED preferred.
- Demonstrated experience in grounds maintenance, landscaping, or a related field.
- Basic knowledge of the care and maintenance of lawns, trees, shrubs, and flowerbeds.
- Experience operating groundskeeping equipment such as mowers, trimmers, edgers, and similar tools.
- Basic knowledge of irrigation systems, including installation, operation, or maintenance, preferred.
- Ability to safely apply herbicides, insecticides, and fertilizers in accordance with applicable guidelines.
- Ability to perform physically demanding work, including lifting, carrying, and operating equipment.
- Valid driver's license preferred.
- Ability to follow directions, work independently, and maintain effective working relationships with others.

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Prior experience in groundskeeping, landscaping, or athletic field maintenance in a campus, municipal, or commercial setting.
- Experience with installation, repair, and maintenance of irrigation systems, including underground systems.
- Knowledge of seasonal landscaping practices and turf management.

- Experience applying herbicides, pesticides, and fertilizers, with appropriate certification or willingness to obtain certification.
- Familiarity with the operation and basic maintenance of a wide range of groundskeeping equipment.
- Experience performing general maintenance tasks in a facilities or physical plant environment.
- Demonstrated ability to work effectively as part of a team in a service-oriented environment.or counseling center.

PHYSICAL DEMANDS:

- Ability to perform physically demanding labor for extended periods of time.
- Frequent standing, walking, bending, stooping, kneeling, and reaching.
- Ability to lift, carry, push, and pull up to 50 pounds, and occasionally more with assistance.
- Ability to operate groundskeeping equipment such as mowers, trimmers, edgers, and chain saws.
- Ability to work outdoors in varying weather conditions, including heat, cold, wind, and rain.
- Sufficient vision, hearing, and manual dexterity to safely operate equipment and perform assigned tasks.
- Ability to load, unload, and move furniture, supplies, and equipment as needed.

WORK ENVIRONMENT:

- Work is performed primarily outdoors on campus grounds.
- Regular exposure to varying weather conditions, including extreme heat, cold, wind, rain, and humidity.
- Exposure to dust, pollen, grass clippings, and other outdoor environmental elements.
- Frequent exposure to noise and vibrations from operating groundskeeping equipment.
- Occasional exposure to chemicals such as fertilizers, herbicides, and insecticides.
- Work may involve uneven terrain, slopes, and proximity to moving vehicles or equipment.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.