



## GROUNDSKEEPER

The Physical Plant Department at Wofford College invites applications for a full-time groundskeeper. Reporting directly to the grounds supervisor in the physical plant, this position is a valued member of the groundskeeping crew and primarily is involved and responsible for working in all phases of overall groundskeeping and grounds maintenance on the Wofford College campus. Tasks include, but are not limited to: lawn, shrub and tree care as well as parking lots and sidewalk clearance and maintenance.

### Duties and Responsibilities

- 70%    A.    Groundskeeping and landscaping
1. Landscaping: Mulches, weeds, removes thatch, aerates and trims and edges around flower beds, walks, pathways and walls.
    - a. Prepares planting beds with hand and power tools; integrates soil amendments; plants bulbs, flowers, ground covers, trees and shrubs; applies mulch.
    - b. Prunes trees, shrubs, vines and hedges.
    - c. Applies seed, fertilizer and chemicals as required.
  2. Lawn care: Mows, trims and edges turf areas using riding mower, push mower, weed whip and edger.
    - a. Rakes/blows leaves with appropriate equipment as well as performs snow and ice removal with hand tools and power equipment.
  3. Grounds maintenance: Ensures walkways, sidewalks and parking lots are clear of debris, leaves, shrubs, snow, ice, etc.
    - a. Removes any/all debris using proper equipment, tools and pruning and/or removal techniques.
- 30%    B:    Maintenance and administrative function/support
1. Performs minor equipment maintenance as required to ensure equipment/tools are operational.
  2. Required to attend training and/or seminars to stay abreast of current operational or safety standards, techniques and/or requirements.
  3. Performs other duties/tasks as assigned, including appointment and/or election to assigned committees or service work/contribution to the college.

### Knowledge, Skills and Abilities

- Overall knowledge of supplies, techniques, skills, materials and methods of landscaping and maintenance of lawns and formal plantings.
- Overall knowledge of appropriate tools and equipment operations, uses and techniques necessary to accomplish a task/job involved in grounds maintenance and landscaping.

- Experience and skill to operate effectively and safely many of the following: riding and push mower, power tiller, power edger, weed eater, blower, sprayer, tractor, skid steer loader, dump-bed truck and basic hand and power tools.
- Skilled knowledge and experience performing minor maintenance of grounds-related equipment.
- Experience and knowledge of safety requirements, policies and applicable procedures, including (but not limited to) OSHA and other federal and/or state regulations.

### **Qualifications**

- One year of landscaping, grounds or maintenance-related work experience is required.
- A current and valid driver's license to use Wofford vehicles to transport supplies/equipment.
- Ability to lift and carry minimally 50 pounds.

As a valued member of the groundskeeping crew, reliability and timely reporting in addition to adhering to the work schedule and/or assigned shift is required. This position requires sitting, standing, walking, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying and, at times, maneuvering up to 50 pounds at multiple times per shift, in working conditions that predominately are outdoors, in which the incumbent may be subject to frequent exposure to extreme hot or cold temperatures or uncomfortable weather and/or environmental conditions for prolonged periods of time.

### **Application**

Provide all the following required application materials to Jason Getgasorn via email at [getgasornjo@wofford.edu](mailto:getgasornjo@wofford.edu):

1. Letter of interest explaining how you meet the qualifications of the position.
2. Current resume.
3. Names and contact information (email and telephone numbers) of at least three professional references.

Assured consideration will be provided for all applications received. For questions regarding this position, please contact Jason Getgasorn at 864-597f-4387 or [getgasornjo@wofford.edu](mailto:getgasornjo@wofford.edu).

### **Statement of Nondiscrimination**

Wofford College does not discriminate on the basis of race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions, including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

### **Compliance with Title IX**

Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment, and retaliation. In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

**Wofford College**

Matthew Hammett  
Director for Civil Rights, Title IX Compliance, and Student Risk Assessment  
Title IX Coordinator  
429 N. Church Street  
Snyder House  
Spartanburg, SC 29303  
864-597-4048  
[hammettmk@wofford.edu](mailto:hammettmk@wofford.edu)

**External Inquiry:**

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)  
<https://www.ed.gov/ocr>

**Discrimination, Harassment, and Title IX Reporting**

Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford's Title IX Coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX Coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the College's ability to address reports.

All reports will be reviewed and addressed using Wofford's Nondiscrimination and Anti-Harassment Policy and Procedures.