



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Groundskeeper  
**PERSONNEL STATUS:** PIN/Non-Exempt  
**DEPARTMENT:** Facilities Management  
**OPEN DATE:** April 29, 2014  
**CLOSING DATE:** Open until filled

**Responsibilities:** Under direct supervision, performs manual labor duties in the maintenance of grounds and facilities; mows lawns using hand or power tools/equipment; plants, transplants and prunes trees and shrubs; cuts down and removes dead or hazardous trees; fertilizes and sprays trees, shrubs and lawn areas; plants and maintains annual and perennial flowerbeds; maintains a small greenhouse for raising flowers and shrubs; removes dirt, rubbish, leaves and other refuse from grounds and woods; maintains roads, storm drains and parking areas; paints sign posts, manhole covers and stripes parking areas; lays out and stripes physical education field; assists in the maintenance of recreational facilities; may clean and do simple maintenance work indoors; removes snow from roads, walkways and vehicle entrances; drives automobiles, pick-ups, parcel trucks, buses, tractors and power mowers; reports for duty when emergency situations arise, such as power outages, equipment failure, snow storms, etc.; coordinates and cooperates closely with other grounds and maintenance workers and the Grounds Supervisor; performs other related duties as assigned.

**Qualifications:** High School diploma or GED and one (1) year of experience or equivalent, in the care and maintenance of lawns, flowers, trees and the operation and care of related tools and equipment preferred. Ability to operate and perform minor maintenance to assigned hand and power tools and equipment; works at heights up to 35 feet; performs physical work requiring bending, stooping, reaching, carrying and frequent heavy lifting; works outdoors in adverse weather conditions; wears and works in personal protective equipment.

**CONDITIONS OF EMPLOYMENT:** Candidates must have a valid Maryland Non-Commercial Class C or equivalent driver's license. Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Background checks are conducted on all selected candidates.

**SALARY:** \$22,461 - \$23,500

**GRADE:** 2

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu**

**Bowie State University is an Equal Opportunity /Affirmative Action Employer**  
*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application.pdf>

*In accordance with The Clery Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal incidents that occur on our campuses.*