




Section I. – Job Details

Job Title:	Groundskeeper	Hourly/Salary:	Hourly
Department Area:	Grounds and Landscape	Classification:	Non-Exempt
Location:	Main Campus	Travel Required:	No
Reports to:	Grounds and Landscape Supervisor	Position Type:	Full-Time
Position Fill Date:	7/6/2022		

External Posting URL – www.campbellsville.edu

Internal Posting – Human Resources Job Board

Section II. – Application Submission Information

FAX		EMAIL	
(270) 789-5180		jobs@campbellsville.edu	
Subject Line:	Groundskeeper	Subject Line:	Groundskeeper
Attention: HR Director			
ONLINE		MAIL	
Click Link Below	Scan QR Code	Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718	
APPLY HERE!			

Section III. – Job Description

Job Summary:

Full time position ensuring the physical aspects of the University are maintained and standards are met also providing support to team members.

Job Responsibilities:

Specific Responsibilities:

- Mowing/trimming/lawn care management:

All University property will be mowed and trimmed neatly and general care provided.

- Maintain landscaping – keep trimmed, weed-free, replace when needed
- Keep up all sports fields: responsible for weed-control, fertilize, ammonia, top-dressing, plugging
- Maintain and service all lawn equipment: change oil, filters, sharpen blades

Winter season:

snow removal when needed, chemical on walkways for ice removal when needed, service all equipment for the new year.

Daily policing of grounds:

Includes picking up trash from all lawn and landscaped areas, driveways, parking lots, sidewalks and catch basins.

Parking lots and sidewalks will be kept swept and cleared of debris.

Graffiti and inappropriate marks will be removed promptly.

This also includes weed control around curbs, parking lots, sidewalks and fences.

- Sealing of parking lots and digging and trenching are included.
- Help with setting up homecoming, graduation, Christmas celebration and any other special event setups.
- Be willing to assist others when needed.

Skills/Qualifications:

- High school education or equivalent
- Prefer 3 years prior experience and background in grounds keeping and/or landscaping
- Ability to supervise student employees
- Able to perform strenuous physical labor which will include minimum of 50lbs. heavy lifting in any kind of weather

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by Human Resources 6/29/2022

Posted Internally 6/29/2022

Posted Externally 6/29/2022