

## NOTICE OF VACANCY

### **Position Title:** Groundskeeper Supervisor

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**SALARY:** \$31,200.00 annually

**REPORTS TO:** Executive Director of Operations & Controller

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

**POSITION DETAILS:** Full-time; FLSA Non- Exempt

**HOURS:** Monday-Friday; 6:00AM to 3:00PM; Exact schedule may be dependent upon season.

**START DATE:** May 1, 2026, or as soon as possible

**POSITION SUMMARY:** The Groundskeeper Supervisor is responsible for the overall maintenance, appearance, and care of campus grounds. This position supervises all grounds staff and ensures that all landscaping, mowing, irrigation, and seasonal maintenance activities are completed efficiently and in alignment with institutional standards. The Head Groundskeeper plays a key role in maintaining a safe, clean, and aesthetically pleasing outdoor environment for students, faculty, staff, and visitors.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Oversee and perform routine grounds maintenance including mowing, edging, trimming, fertilizing, and pest control
- Supervise, train, and evaluate groundskeeping staff; assign and monitor daily work activities
- Plan and coordinate grounds maintenance schedules, including mowing, edging, trimming, planting, fertilizing, and irrigation
- Oversee seasonal landscaping projects, including planting, mulching, pruning, and leaf removal
- Inspect campus grounds regularly to ensure safety, cleanliness, and appearance standards are met
- Operate, maintain, and ensure proper use of groundskeeping equipment (e.g., mowers, trimmers, chainsaws, tractors)
- Coordinate snow/ice removal and emergency response for weather-related events
- Monitor and maintain irrigation systems, including troubleshooting and repairs
- Ensure compliance with safety procedures, including proper handling of chemicals, fertilizers, and pesticides
- Maintain inventory of tools, equipment, and supplies; assist with procurement as needed

- Collaborate with Physical Plant leadership on long-term campus landscaping plans and improvements
- Maintain records of work performed, equipment maintenance, and safety inspections
- Respond to campus work orders such as grounds-related issues and assistance with moving furniture when needed
- Maintain and repair irrigation systems and ensure proper watering schedules
- Plan and coordinate seasonal landscaping projects, including planting and snow/ice removal (if applicable)

**SKILLS & ABILITIES:**

- Strong leadership and team management skills
- Strong knowledge of landscaping techniques, plant care, and turf management
- Ability to supervise and motivate a team in a hands-on work environment
- Working knowledge of equipment operation, maintenance, and safety protocols
- Ability to plan and prioritize work across multiple projects and deadlines
- Ability to work independently and prioritize tasks
- Attention to detail and commitment to quality
- Physical ability to perform manual labor in various weather conditions
- Effective communication skills

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- High school diploma or equivalent
- Minimum of 3-5 years of groundskeeping or landscaping experience
- Demonstrated supervisory or lead experience
- Knowledge of landscaping techniques, irrigation systems, and equipment maintenance
- Ability to operate grounds equipment safely
- Valid driver's license

**PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Experience in a higher education or institutional setting
- Certification in pesticide application or turf management
- Basic knowledge of horticulture or landscape design

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to perform prolonged periods of standing, walking, bending, kneeling, and climbing
- Must be able to lift, carry, push, and pull up to 50 pounds regularly, and occasionally up to 75 pounds with assistance

- Frequent use of hands and arms to operate equipment, tools, and machinery
- Ability to operate motorized equipment such as mowers, tractors, and utility vehicles
- Requires good hand-eye coordination and manual dexterity
- Work requires repetitive motions such as raking, digging, mowing, and trimming
- Ability to work outdoors in varying weather conditions, including extreme heat, cold, wind, and precipitation
- Must be able to tolerate exposure to dust, pollen, chemicals, and loud noises
- Ability to safely navigate uneven terrain and work at varying heights when necessary
- Adequate vision (with or without correction) to perform job duties safely, including depth perception and peripheral vision
- Ability to communicate effectively, both verbally and in writing, and respond to auditory cues in the work environment

**WORK ENVIRONMENT:**

- Primarily outdoor work in a variety of weather conditions, including heat, cold, rain, wind, and humidity
- Exposure to loud noise from equipment such as mowers, trimmers, and blowers
- Exposure to dust, dirt, pollen, and other environmental allergens
- Exposure to chemicals such as fertilizers, herbicides, and pesticides (in accordance with safety guidelines)
- Occasional exposure to uneven terrain, heights, and potentially hazardous equipment
- Work may require early mornings, evenings, weekends, or on-call availability for weather-related or emergency situations

**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. You may also apply in person at:

University of Science & Arts of Oklahoma  
Office of Human Resources  
Troutt Hall, Room 306  
1727 W Alabama Ave.  
Chickasha, OK 73018

For questions, contact HR by emailing [hr@usao.edu](mailto:hr@usao.edu) or call 405-574-1331.

**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](http://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.