

Please Note: If you are applying for more than one position, please submit a separate, complete application



## INTENT TO EMPLOY

Date: March 30, 2021

**Position:** Groundskeeper

**Minimum Qualifications:**

1. High school diploma or GED **required**.
2. Preferred one-year experience but not **required**.
3. Valid State driver license **required**.

**Primary Purpose:** Maintain all outside areas to include flowers, shrubs; cut grass; repair roads and sidewalks.

**Job Functions:**

1. Cut grass and edge; maintain and beautify outside buildings; use power mowers, tractors, and other power equipment.
2. Clean curbs drains and grounds of leaves and other debris.
3. Repair streets, sidewalks, and parking lots.
4. Assist supervisor with fertilizing and replacing signs and posts.
5. Service and maintain equipment.
6. Assist skilled craftsmen.
7. Assist in daily trash pick-up and for special campus functions at Community Park.
8. Transplant shrubs and flowers; maintain an eye-catching landscape.
9. Prune shrubs, flowers, trees, and hedges.
10. Load and haul fill dirt, pine chips, etc.
11. Repair water leaks and plumbing.
12. Assist with maintenance of sprinklers.
13. Perform other related duties incidental to the work described herein.

**Salary:** \$25,142.00 to \$39,998.00 based on ACCS Board of Trustees Salary Schedule E5/07 education and experience.

**Application Deadline:** 4:30 p.m., April 13, 2021

**Application Procedure** A complete application packet consists of:

1. A complete Jefferson State Community College application specific to this position.
2. Current resume.
3. Proof of education (copy of diploma or GED).
4. Provide proof of driver license.

**“EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***