

# Grounds Supervisor



**Department:** Facilities

**Type:** Regular, Full-Time

## **Function:**

To maintain and enhance the beauty of the campus landscape and overall appearance of Stephens College. Provide direct supervision and work assignment to grounds staff. Assists with other facilities department projects, as needed.

The grounds supervisor works 40 hours per week, generally Monday – Friday. Evenings and weekends will occasionally be required as needed during seasonal weather issues.

## **Responsibilities:**

1. Maintains turf areas of the campus landscape by:
  - a. Mowing, edging, and trimming,
  - b. Removing litter, limbs, and leaves,
  - c. Damage repair as needed.
2. Maintains trees, shrubs, and herbaceous plant beds by:
  - a. Pruning, planting, and edging,
  - b. Removing plants, mulching, and weeding,
  - c. Installing and maintaining landscape construction.
3. Maintains equipment:
  - a. Checking oil, fuel, and filters,
  - b. Washing and sharpening, as needed.
4. Seasonal weather maintenance:
  - a. Winter
    - i. Coordinate with facility supervisors to create a weather action plan,
    - ii. Snow and ice removal,
    - iii. Salting of walkways, stairs, and entrance ways,
    - iv. Varied hours will be needed to support inclement weather action plan.
  - b. Spring
    - i. Monitor trees and limbs,
    - ii. Prepare any water pooling, flooding, and or leakage areas.
  - c. Summer
    - i. Assess watering needs and create a schedule,
    - ii. Prepare beds for fall planting.
  - d. Fall
    - i. Maintain steady schedule of leaf removal,
    - ii. Inventory needs for inclement weather preparation.
5. Completed other duties as assigned.

## **Qualifications:**

- High school diploma or GED
- 3-5 years of landscape work experience
- Must possess valid driver's license, meet, and maintain Stephens College drive qualifications and vehicle safety policy.

**To apply:**

Please complete the online application using [Stephens College Application](#).

The successful candidate must pass a criminal background check.

***Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.***

**About Stephens College:**

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

***Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.***