Vacancy Announcement
Grounds Keeper

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 156 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

The Groundskeeper performs landscaping tasks using power equipment and hand tools to maintain the facility’s grounds.

Duties and Responsibilities:
Specific duties may include and are not limited to the following:

- Mows lawns, trims weeds, and rakes leaves as assigned.
- Picks up and removes trash prior to mowing a designated area.
- Empties trash and recycling containers.
- Trims bushes, shrubs, and hedges.
- Prepares soil and plants flowers, bushes, hedges, or shrubs.
- Plants trees and prunes them when necessary.
- Cuts and removes trees as needed.
- Applies fertilizer, pesticides, and herbicides as directed.
- Completes snow removal tasks such as shoveling sidewalks, steps, and doorways as needed during winter months.
- Operates snowblower or snowplow to clear roads, driveways, and parking lots.
- Performs routine maintenance on power equipment.
- Performs other related duties as assigned.

Qualifications:

- Ability to operate various types of power equipment including lawnmowers, trimmers, hedge trimmers, leaf blowers, and other landscaping equipment.
- Ability to use hand tools required for landscaping.
- Ability to follow instructions and complete assignments.
- Extensive knowledge of landscaping techniques and processes.
- Excellent time management skills.

Education and Experience:

- High school diploma or equivalent preferred.
- Previous experience preferred.
- On-the-job training offered.
**Physical Requirements:**
- Prolonged periods walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling.
- Must be physically able to operate power equipment.
- Must be able to lift up to 50 pounds at a time.
- Must be able to work in a variety of weather conditions.

**Salary:** Commensurate with experience

**Applications Deadline:**

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit [https://www.vuu.edu/about-vuu](https://www.vuu.edu/about-vuu)

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