



WEST VIRGINIA STATE UNIVERSITY

Grounds-Maintenance Technician Physical Facilities

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 200,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Grounds/Maintenance Worker is responsible for maintaining the appearance, safety, and functionality of university grounds, landscaped areas, and exterior campus environments. This position performs seasonal landscape and groundskeeping duties with a primary focus on mowing, trimming, planting, and beautification during warmer months. During slower seasons, including late fall and winter, the position transitions to snow and ice removal operations, grounds support, and general maintenance duties as assigned by the supervisor. This role helps ensure the campus remains clean, attractive, safe, and welcoming year-round. This position is full time, non-classified, FLSA non-exempt, essential, benefits eligible position. This position is designated as essential personnel and may be required to report to work during university closures, delayed openings, or emergency operations. The Landscape Worker reports directly to the Supervisor of Facilities.

Responsibilities for the Grounds-Maintenance

Groundskeeping & Landscape Maintenance (Primary – Spring, Summer, Early Fall)

- Mow campus lawns using commercial mowers and related equipment.
- Trim grass and weeds around sidewalks, buildings, fences, trees, and landscaped beds.
- Edge sidewalks, curbs, and planting areas for a neat appearance.
- Plant flowers, shrubs, trees, and seasonal landscape materials.
- Mulch landscape beds and maintain ornamental plantings.
- Water lawns, flowers, shrubs, and trees as needed.

- Remove litter, branches, leaves, and debris from grounds and walkways.
- Apply fertilizer, seed, or approved treatments under supervision and according to safety guidelines.
- Assist with campus beautification projects and special event setup needs.

Seasonal Support Duties (Late Fall & Winter)

- Remove snow and ice from sidewalks, entrances, parking lots, stairs, and other campus areas.
- Operate snow blowers, spread salt, sand, or de-icing materials.
- Assist with emergency weather response and campus accessibility efforts.
- Perform leaf removal and seasonal cleanup of grounds and planting beds.

General Maintenance Support (As Needed During Slower Months)

- Assist maintenance staff with basic repairs, moving furniture, painting preparation, deliveries, or other labor support tasks.
- Clean and organize storage areas, shops, garages, and grounds equipment spaces.
- Perform preventive maintenance and routine inspections on assigned tools and equipment.
- Support campus operations through other duties assigned by the supervisor.

Equipment Operation & Safety

- Safely operate mowers, trimmers, blowers, hand tools, small tractors, utility vehicles, and snow removal equipment.
- Conduct daily inspections and routine maintenance of equipment.
- Report equipment malfunctions, hazards, or unsafe conditions promptly.
- Must properly utilize personal protective equipment (PPE) and comply with OSHA, environmental, and university safety standards.
- Follow all university safety procedures, policies, and applicable regulations.

Requirements for the Grounds/Maintenance

Education

- High school diploma or GED preferred.

Experience

- One (1) year of related groundskeeping, landscaping, maintenance, or outdoor labor experience preferred.

Knowledge, Skills, and Abilities

- Knowledge of mowing, trimming, planting, and landscape care practices.
- Ability to safely operate landscaping and snow removal equipment.
- Ability to perform physical labor outdoors in varying weather conditions.
- Ability to follow instructions and work independently or as part of a team.
- Dependable attendance and willingness to work flexible hours during weather events or peak seasons.
- Strong attention to detail and pride in maintaining campus appearance.
- Must have a valid driver's license

Physical Requirements

- Frequent standing, walking, bending, lifting, pushing, pulling, and repetitive motion.
- Ability to lift and carry up to 50 pounds regularly.
- Ability to work outdoors in heat, cold, rain, and snow for extended periods.
- Basic mechanical aptitude and ability to perform minor equipment maintenance preferred.

Work Environment

This position works primarily outdoors and is subject to changing weather conditions, seasonal demands, noise from equipment, and physical labor requirements. Schedule adjustments, overtime, or early reporting may be required during snow events or campus emergencies.

Salary Statement

Salary range: \$30,000 - \$35,000 annually, commensurate with experience

Benefits of Full-Time Employment

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a **6% employer match for employees contributing 6% of their salary.**

Full-time employees accrue **two days of annual leave and one and a half days of sick leave per month**, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

Opportunities for training, skill development, and advancement within Physical Facilities may be available.

To Apply:

First consideration will be given to applicants who submit a resume, cover letter, and the names and email addresses or phone numbers of three professional references by August 28, 2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an equal opportunity employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu