



American Samoa Community College
EMPLOYMENT OPPORTUNITY
Physical Facilities Management

Position Title: Groundskeeper
Employment Status: Full Time / 12 Months – Career Service

General Description:

The Groundskeeper reports directly to the Chief Security & Grounds Supervisor. He/she is responsible for the day to day grounds maintenance of the College.

Job Duties and Responsibilities:

- Perform routine maintenance of College campus grounds by cutting trees, pruning plants and mowing lawns on a daily basis or as needed.
- Perform routine garden maintenance of all gardens around campus to ensure upkeep and beautification of grounds.
- Perform trimming of tall trees and bushes around campus and plant accordingly.
- Clean grounds and removes litter from waterway streams, especially during rainy season.
- Be responsible for the care, maintenance and inventory of all supplies and equipment owned by the College which is utilized for providing service.
- Assist in reporting grounds related incidents for the improvement of physical facilities maintenance of the College, and be able to work cooperatively with all students and staff.
- Assist students and employees with grounds related problems, such as removing any physical objects that may pose a hazard or cause litter on campus.
- Perform other related duties assigned by the Chief Security/Ground Supervisor or Physical Facilities Management Officer.

Minimum Qualifications:

- High School Diploma
- In lieu of a diploma, three (3) years of experience is required in the field

Salary:

GS 06/11: \$11,617.00 per annum

Application Deadline: May 14th, 2019 no later than 4pm

Applications are available from American Samoa Community College, Human Resources Office (699-9155 Ext. 401/428/441), or by emailing Rasela Tautua at r.tautua@amsamoa.edu or ascchumanresources@amsamoa.edu.

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