



CISCO COLLEGE

*Job Posting*

Date Posted: 09/18/2019  
Posting End Date: Open Until Filled

**Landscaping & Grounds Maintenance Supervisor (Cisco)**

Cisco College is accepting applications for a full-time Landscaping & Grounds Maintenance Supervisor Position at the Cisco College campus in Cisco, TX. Duties will include supervising staff, mowing, trimming, weed-eating, tree and hedge trimming, and seasonal work on flower beds. Hours will be 7:30 a.m. – 4:30 p.m., Monday through Friday. The position offers full time (12-month) employment with pay depending on experience and excellent benefits. Applications will be accepted until the position is filled. Scroll below to review specific duties in job description below.

**CISCO COLLEGE** offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee and totals approximately \$7,500.00. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

The application is located on the “Employment” page of the website ([www.cisco.edu](http://www.cisco.edu)) and may be submitted in person, via mail, email or fax, but email is preferred. Please ensure all questions are answered and the form is signed on pages 3, 4, and 5. Incomplete applications will be returned unprocessed. Applications will be accepted until the position is filled. Those without access to the internet may pick-up a Cisco College application at the Human Resources office in the Harrell Fine Arts building in Cisco.

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Cisco College is an Equal Opportunity Employer

## CISCO COLLEGE

### STAFF JOB DESCRIPTION

**Job Title:** Landscaping & Grounds Maintenance Supervisor (Cisco, TX)

**Reports to:** Physical Plant Director

**Last Date Updated:** 9/18/2019

#### **Job Summary**

The employee will supervise a team of individuals in maintaining the landscape and grounds at the Cisco College campus.

Staff members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, staff employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

#### **Primary Duties**

1. Supervise staff
2. Mowing, trimming, and weed-eating
3. Irrigation and maintenance of all irrigation systems
4. Trim trees and hedges, as needed
5. Maintain all mowing and landscaping equipment to achieve the maximum life of the item.
6. Assess plant needs for the campus and replace plants/flowers as needed.
7. Spring planting to replace winter plants.
8. Other special projects and duties as assigned.

#### **Minimum Qualifications**

1. Must possess at least one or more of the following skills: carpentry, plumbing, or electrical -- small engine repair a plus.
2. Ability to lift up to 50 pounds.
3. Work in a team atmosphere.
4. Utilize effective verbal and written communication skills.