Groundskeeper
Reports to the Buildings and Grounds Director.

Position Summary
The Groundskeeper is responsible for managing and maintaining landscape beds, paths, walkways, and general landscaping throughout campus. They perform a range of general maintenance tasks including designing, producing, renewing and preserving outside spaces. Additional duties include the development and upkeep of wooded areas, trails, the River Cane Walk, invasive species management and forestry needs. The Groundskeeper will generally work autonomously; however, they will also be tasked to supervise and mentor Work Study students when directed. To succeed in this role, you should be physically fit and able to manage small and heavy machinery. The ideal candidate will be friendly, professional and possess in-depth knowledge of effective gardening and groundskeeping techniques.

Landscaping
- Works in cooperation with the Gardener and Maintenance team to ensure an efficient work plan under the direction of the Buildings and Grounds Director
- Maintains and grows landscape gardens and grounds to ensure they meet specific requirements and expectations
- Follows guidelines outlined in the Campus Master Plan
- Performs storm damage remediation
- Works closely with the Volunteer Coordinator to recruit, train, track and reward volunteers
- Maintains the campground, hiking trails, walking paths, and exterior stairs
- Completes lawn maintenance as required during the non-growing season
- Identifies land needs such as habitat improvements and species diversity
- Assists with seasonal leaf removal and winter snow removal from sidewalks and parking areas as necessary
- Performs basic maintenance such as cutting grass, mulching, managing weed control and leaf removal
- Plants and nurtures new trees, flowers and various plant life
- Maintains a clean environment by clearing rubbish and litter in the gardens and grounds
- Uses native plants to enhance the gardens and grounds; provides plants for butterflies and other pollinators
- Assists in setup and execution of special events such as Fall Festival, Friends and Family Day, May Pole Dance and Easter Celebration
- Works closely with programming staff to meet the needs of instructors and students for classes using natural areas of campus (Nature Studies, Photography, Painting, etc.)
• Provides guidance to management on matters related to the grounds
• Advises management on the costs of plants and other grounds maintenance necessities; assists in budget development and management

Forestry/Trails/Invasive Species
• Manages the forested areas of campus in cooperation with land management consultants
• Controls and eradicates invasive species such as Kudzu, Multi-floral Rose, Privet and English Ivy
• Works in conjunction with specialists to care for the Hemlock population in the control and eradication of the Wooly Adelgid
• Monitors and controls plant pests within forests

Safety
• Ensures a safe environment for staff, work study students and clients by adhering to safety and health regulations
• Executes safe handling and use of hazardous materials
• Recognizes unsafe conditions on campus and takes corrective action
• Assesses and trims trees for hazards, structural integrity, and tree health

Education and Experience Requirements
Minimum High School diploma or GED with four years of relevant work experience required; Associate Degree with two years of relevant work experience is preferred.
• Proficiency with hand tools and power equipment such as tillers, mowers, and weed eaters
• Must be self-motivated, have the ability to manage a varied workload and be able to assess needs, set priorities and solve problems
• Supervisory skills and ability to work well with a group and maintain crew motivation and productivity
• Experience with operation of tractors preferred
• Must have dependable transportation, a valid driver's license and a good driving record
• Personal qualities of integrity, credibility, and dedication to the mission of the Folk School
• Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
• Ability to interact effectively and appropriately with supervisor, team members, other staff, and external contractors or partners
• Ability to use computer to check and generate E-mails, track work orders, order supplies, complete tasks
• Ability to answer questions of visitors in a friendly and factual way
• Be able to tolerate all weather conditions—heat, cold, rain, working outdoors for 8 hours per day
Physical Demands

The position requires that the employee be in good physical condition. The employee will need to be able to work on his/her feet for a period of eight hours a day, lift up to 50 pounds, be prepared to work in inclement weather conditions and terrain and handle hazardous materials appropriately. Physically capable of operating handheld and power tools in a repetitive and sustained manner. The employee may be asked to work weekends and holidays when necessary. The general work week will normally consist of work which will occur Monday through Friday. Required to occasionally perform work related assignments at a computer.

Compensation

This is a full-time position with benefits. Annual compensation is discussed during the interview process. The John C. Campbell Folk School ensures that its employees enjoy competitive compensation, excellent benefits and a joyful and enlivening work environment.

To Apply

The John C. Campbell Folk School is a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. We are committed to providing an environment free of discrimination.

Review of applicants will begin immediately and continue until position is filled. The anticipated start date is February 2020.

Please submit the following materials by e-mail at jobs@folkschool.org, or by USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

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