

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Groundskeeper
DEPARTMENT: Maintenance
REPORTS TO: Maintenance Supervisor & Director of Security and Operations
FLSA: Full-time, Non-exempt
TERM: 12 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 800 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Under the supervision of the Director of Security and Operations, the Groundskeeper is responsible for the safety, maintenance, care, and modification of NSA grounds, landscapes and athletic fields. These duties will require the operation of electric and gas-powered grounds keeping equipment and machines, the use of small hand and power tools or equipment in planting, cultivating, trimming, pruning, snow/ice removal, debris removal and athletic field maintenance.

Essential Functions:

- Ability to operate push/riding mowers; may operate heavier tractor equipment.
- Ability to operate string trimmers, hedge trimmers, blowers, and other hand-operated grounds equipment.
- Ability to maintain campus grounds.
- Ability to maintain and prepare athletic fields for activities.
- Planting of new plants and shrubs.
- Removal of tree limbs, overgrowth and other hazards.
- Removal of snow/ice from sidewalks and parking areas making vehicle and pedestrian access safe.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Works under limited supervision within a team or independently.
- Performs other related duties as assigned by the Director of Security and Operations for the purpose of ensuring the efficient and effective functioning of the maintenance department.
- Other duties as assigned.

Required Education/Background:

- Possess a high school diploma or equivalent.
- Alcohol and Drug Test
- Valid Virginia Driver's License and Evidence of Insurability
- Fingerprint and Background check in accordance with Virginia Laws
- Ability to follow instructions
- Ability to perform medium to heavy physical work

- Ability to lift and or move up to 50 pounds frequently and up to 90 pounds occasionally
- Ability to establish and maintain effective working relationships as necessitated by work assignments

Required Skills:

- Excellent problem-solving skills to identify issues and select action plans
- Excellent attention to detail and ability to adapt to changing work priorities
- Ability to develop effective working relationships with school administration, faculty and staff and other members of the NSA community
- Excellent oral communication skills
- Self-directed with the ability to work independently under limited supervision
- Professional demeanor
- Strong work ethic
- Ability to read and take instruction regarding the use of fertilizers and herbicides
- Physical dexterity needed to operate all types of power equipment used in groundskeeping at NSA
- Ability to lift and or move up to 50 pounds frequently and up to 90 pounds occasionally
- Ability to multi-task effectively in a fast-paced environment and meet deadlines
- Proficient with computer technology and email, preferred

Nansemond-Suffolk Academy offers a competitive salary and health, retirement, disability and life insurance benefit programs. Qualified applicants shall submit a letter of interest, resume with references and a completed NSA Employment Application (posted online) to Amy Morrell, Executive Administrator, Office of the Head of School, amorrell@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.