

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Grounds Worker (Classified)

**Requisition Code:**

492516

**Location:**

Galloway – Main Campus

**Job Category:**

Maintenance

**Department:**

Facilities & Plant Operations

**Salary:**

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits package

**Work Hours:**

40 hours per week

**Posted Date:**

6/12/2023

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

### **Brief Job Overview/Summary:**

Under the direction of a Head Grounds Worker or other supervisory official in a state institution or department, does tasks involved in the maintenance of grounds; does other related duties as required.

### **Descriptions of Essential Duties/Responsibilities:**

- Takes the lead in work involved in the maintenance of institutional grounds.
- Prepares soil and the seeds, rolls, cuts, weeds, waters, and trims lawns.
- Sprays, prunes, and trims orchards and shrubs.
- Plants, transplants, and thins trees and shrubs.
- Removes dirt, rubbish, snow, leaves, and other refuse and assists in the maintenance of roads, lawns, sheds, benches, and parking areas.
- May plan the removal of snow and/or direct the operation of snow blowers and salt spreaders.
- Sees that the non-cultivated areas are properly maintained.
- Provides assignments and instructions to employees and to patients and/or inmates assigned to grounds duties and supervises the performance of the work.
- Sees that equipment, materials, and supplies, including tractors, grass cutters, scythes, hoes, rakes, sprinklers, garden house, cultivators, spades, sheers, spraying devices, fertilizers, seeders, and other garden and grounds keeping equipment and tools are used properly.
- Prepares requisitions for equipment, materials, and supplies and ensures these are safeguarded, stored, used, and recorded.
- May ensure the safety, custody, and progress of patients and/or inmates assigned to grounds work.
- Reports unusual occurrences and significant conditions in the buildings and on the grounds, and takes those steps required to ensure safe, orderly conditions.
- Reports on progress of individual patients and/or inmates as required, and prepares other reports containing findings, conclusions, and recommendations.
- May be required for short periods to perform assigned duties within buildings.
- May be required to undergo fire training classes (in the Department of Human Services).
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Other duties assigned.

### **Required Qualifications:**

- 1 year experience in the performance.

**Preferred Qualifications:**

- NJ Commercial Driver's License (CDL).

**Screening Information:**

Screening of applications begins immediately and will continue until the position is filled.

**How To Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above.

For more information on the SAME Program visit their Website at:

<https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- A current resume

Click [here](#) to apply. Email all necessary documentation to [Stockton.same@stockton.edu](mailto:Stockton.same@stockton.edu).

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King

Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.