



**INTENT TO EMPLOY**

Posting Date: October 20, 2021

Closing Date: November 3, 2021

**POSITION: Ground Maintenance Employee (One or more positions)**

**POSITION AVAILABLE:** November 2021

**REQUIRED QUALIFICATIONS:**

- High school diploma or GED

**PREFERRED QUALIFICATIONS:**

- Experience in operation and maintenance of the following equipment
  - Backhoe
  - Bulldozer
  - Bush hog
  - Lawnmowers
  - Other equipment used to maintain grounds

**SALARY SCHEDULE PLACEMENT:** Range of \$26,651-\$41,806, based upon the Alabama Community College System and Shelton State Community College Salary Schedule E5-06 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated in the official job posting.

**JOB DUTIES AND RESPONSIBILITIES:**

- Cut/mow grass, weeds, and brush undergrowth as assigned by the supervisor
- Prune shrubs and trees to maintain a well-groomed appearance
- Plant flowers, shrubs and grass as directed by the supervisor
- Use a weed eater to remove weeds around trees, buildings and shrubbery as needed
- Use an edging blade around walks and curbs to remove grass and weeds
- Maintain grounds equipment in good repair and safe operating condition
- Sweep parking lots and remove debris from outside areas
- Maintain stripes and direction signs in the parking lots
- Operate bush hog equipment
- Maintain drain system in excellent working order
- Follow established procedures for the safe operation of all equipment and chemicals used to maintain the grounds
- Understand and follow safety precautions when operating equipment
- Understand and follow safety precautions when using herbicides and pesticides
- Available for work during day, evening, and weekend hours at any of the College's locations
- Work as a team member
- Demonstrate ethical behavior, loyalty, honesty and integrity, both on and off campus
- Demonstrate effective written and oral communication skills

- Communicate effectively with Supervisor and other staff members
- Complete assigned projects timely and systematically
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, performance excellence, and training activities as required
- Perform other duties as assigned by supervisor to include assisting in other areas

**APPLICATION PROCEDURES:** Shelton State Community College employment announcements and applications are available at [sheltonstate.edu](http://sheltonstate.edu) or by contacting the Office of Human Resources at 205.391.2272 or [hr@sheltonstate.edu](mailto:hr@sheltonstate.edu). The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense for all in person interviews.

**APPLICATION REQUIREMENTS:** A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant’s education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ A copy of high school diploma, high school transcripts or GED certificate.

**Application materials must be mailed, emailed, or hand delivered to the following:**

Office of Human Resources  
 Shelton State Community College  
 9500 Old Greensboro Road  
 Box 238  
 Tuscaloosa, AL 35405  
[hr@sheltonstate.edu](mailto:hr@sheltonstate.edu)

**No faxed applications will be accepted. If you have questions, please call 205.391.2272.**

**APPLICATION DEADLINE:** The deadline for submitting all application materials to the Office of Human Resources is **November 3, 2021, at 5:00 p.m.** Incomplete or late application packets will eliminate the possibility of an interview.

**IMPORTANT – PLEASE READ CAREFULLY  
 WORK EXPERIENCE VERIFICATION:**

**Meeting Minimum Requirements:** If the requirements for a position list work experience in a field or area the Applicant must provide written verification(s) of their applicable work experience in order to be hired for the position. Such written verification(s) of work experience must demonstrate that the applicant meets the minimum work experience requirement. Applicants who do not produce this information as indicated will be ineligible for hire and subject to having any offer of employment withdrawn.

**Salary Calculation:** For all positions on all Salary Schedules, the salary amount for the selected applicant is determined by step placement on the applicable schedule. Step placement is dependent upon the following: (a) all work experience in public education in Alabama and (b) all other work experience outside of public education in Alabama that, in the sole judgment of the College, directly relates to the requirements of the position. The applicant selected for the position must provide written verification(s) of this work experience within the time provided herein if such experience is to be considered in determining their initial step place on the Salary Schedule.

**Format for Work Experience Verifications:** Work experience verifications should be in the form of verification letters from employers and must include complete employment dates, job title(s), job duties, and an indication whether such employment was full-time or part-time, and if part-time, the average number of hours worked each week. The letters should be on official letterhead and contain an authorized personnel signature. The College's official employment verification form is also acceptable and is available upon request. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. However, such documentation is generally insufficient for salary calculation purposes if job duties are not self-evident in the documentation.

**Deadline for Producing Work Experience Verification:** With limited exception, work experience verification documentation must be produced prior to any official offer of employment. Work experience verification from a current employer may, upon request, be delayed until an official offer of employment. Any offer of employment at a salary step greater than zero (0), or made without prior verification of any required work experience, is contingent upon production of this documentation by the applicant within ten (10) days of the offer.

**It is the applicant's sole responsibility to provide this verification of work experience. The College is not responsible for any cost associated with such verifications.**

**EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:**

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant will be responsible for the cost of the criminal background check.

This employer participates in E-Verify.