



**Office of Human Resources**  
125 College Drive  
Casper WY 82601  
307.268.2727  
Fax 307.268.2065  
www.caspercollege.edu

**Education for a Lifetime...**  
*Casper College employees:*

- \* *Promote personal, professional and academic growth of the entire college community*
- \* *Provide open access and affordability*
- \* *Enhance a culture of trust, respect, and open communication among all participants*
- \* *Encourage diversity of thought, culture and experience*
- \* *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- \* *Provide service to community*
- \* *Embrace accountability and responsibility*
- \* *Foster and maintain an enriching campus environment*
- \* *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

**Selection Process**

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

# Grounds and General Maintenance Position Opening

This position performs all general and grounds maintenance tasks.

**Duties include:**

- Remove snow, debris, etc. from streets, parking lots, walks, entries, and exterior stairways
- Perform lawn, tree, and general grounds maintenance including mowing, trimming, edging, fertilization, and pest control
- Assist with installing and maintenance of landscapes and irrigation
- Install and maintain concrete and asphalt roadways, streets, walks, signs, signposts, fencing, guard rails, etc.
- Clean and apply traffic markings to parking lots, streets, sidewalks, and roadways
- Perform repair jobs; operate hand and power tools, fabricate parts.
- Perform demolition and demolition cleanup
- Respond to emergency calls and special assignments; work in all weather conditions; may require evening and weekend work

**Qualifications:**

- High school diploma or equivalent and two years maintenance experience
- Knowledge of grounds, landscaping, pest control and relevant equipment desirable
- Valid Wyoming driver's license and good driving record
- Able and willing to perform physical labor for full shift
- Ability to follow relevant policies, procedures, instructions and safety standards; work safely with power tools and machinery
- Ability to have effective working relationships with other people and communicate verbally and in writing

**To apply, please submit:**

- Completed Casper College Applicant Data Release Form and completed Education, Work History and Reference form available at Human Resources on our website.

**Announcement date:** July 13, 2010

**Applications accepted through:** July 27, 2010

**Desired starting date:** As soon as possible

**Salary:** Classified Staff Position, Grade 6, annual starting salary \$28,561 plus full benefits.

**Note: This is a full time, year round position, eligible for overtime**