



## Job Vacancy Announcement

### Campus Service Worker

**POSITION TITLE:** Campus Service Worker

**JVA#:** 2026-20

**DEPARTMENT:** Maintenance

**POSITION SUMMARY:** Responsible for maintaining campus grounds/landscape, cleaning, and performing general maintenance of institutional buildings and facilities, including offices, classrooms, laboratories, public areas, walkways, etc. Perform work independently and as a team, with job duties both indoor and outdoor, as assigned. Removes trash. Performs additional seasonal tasks, such as snow removal.

**POSITION CLASSIFICATION/COMPENSATION:** This position is a Nonclassified, Full-time, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available state and/or grant funding.

#### **CORE RESPONSIBILITIES:**

- Maintain campus grounds by cleaning, sweeping, vacuuming, raking, trimming, mowing, weeding, edging, aerating, de-thatching, mulching, cultivating, digging, planting, watering, and various other activities.
- Prepare ground and condition soil as needed for planting beds or turf establishment on new construction areas and/or renovation projects of existing landscape areas.
- Plants shrubs, trees, and flowers; prunes trees and shrubs, performs seasonal landscape amenities, while following specified instructions regarding requirements for enhanced plant survival. Waters trees, shrubs, and lawns, and may perform irrigation activities.
- Properly and safely operate a variety of equipment and power tools related to grounds maintenance, such as but not limited to large power lawn mowers, edgers, hand tools, and large vehicles associated with grounds maintenance and landscaping activities, such as pick-up trucks, 1-ton dump trucks, agricultural tractors, or forklifts. Hauling and spreading of mulch, compost, topsoil, gravel, and sand.
- Applies lawn care chemicals such as herbicides, insecticides, and fertilizers, following safety procedures.
- May operate commercial cleaning equipment such as vacuum cleaners, shampooers, scrubbing machines, buffing machines, floor strippers, pressure washers, and other cleaning equipment.
- May be required to clean up from overflowed toilet, backed-up drain, or other items, as assigned.
- Mixes commercial cleaning solutions for cleaning purposes, including cleaning waste bins.

- Keep sink and floor drains open. Replenish bathroom supplies and hand towel dispensers. Dust light bulbs; replace burnt-out light bulbs as needed.
- Remove ice and snow on roadways, parking lots, steps, sidewalks, and common areas. Plow, shovel, and spread cinders and ice melt to properly remove hazards.
- Maintain and repair asphalt roads and parking lots, steps, sidewalks, and all other exterior surfaces used for vehicle and pedestrian traffic.
- Trash removal - Remove and dispose of vegetative waste, solid waste, litter, and recyclable materials from all campus grounds.
- Remove hazardous materials following specific instructions and safety procedures.
- Equipment care - Performs safety and maintenance checks and properly fuels machinery for daily use.
- Takes proper care of equipment; notifies supervisor of equipment or facilities needing repair or replacement.
- Assist Trades Specialists or Trades Specialist Leads with general maintenance assignments or repairs, following instructions provided.
- Prepare the job site or surfaces for work to be performed, and may deliver/prepare/carry tools and supplies.
- Assist with drywall or plaster repair.
- Assist with painting indoors or outdoors, including striping of parking lots.
- Assist with office relocations, special event set-up and tear down, such as but not limited to commencement, special speaker series, recognition events, and may clean furniture, equipment, and/or facilities for regular use or for special events.
- Deliver and receive supplies, load and unload trucks.
- Lock and unlock building or rooms as assigned by supervisor.
- Perform other job-related duties as assigned

**MINIMUM REQUIRED QUALIFICATIONS:** High School Diploma or GED, and at least one year of facilities maintenance-related experience required.

**COMPENSATION:** Salary is commensurate with qualifications and experience. Position is dependent upon available funding.

**THE UNIVERSITY:** The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu)

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>)
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate.

**NOTE:** Please, **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Bluefield State University does not provide H1B visa or employment sponsorship.**

**DATE POSTED:** December 18, 2025

**CLOSING DATE:** Position is open until filled. For full consideration, applications must be received by 4:00 pm EST, January 14, 2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.*