

South Carolina Job Order Print Document

Job Order: **1576850**

Print Date: **08/05/2026 3:42:28 PM**

Office: **Aiken Center**

LWDB: **Lower Savannah**

Employer Information:

Employer Name: **Highland Property Pros LLC**

How to Apply: **By Phone, At the Nearest One-Stop**

Company Website: **NA**

Application Comments: **To apply, contact employer at (828) 260-2370 or apply at the job order holding office: SC Works Center- Aiken 1571 Richland Avenue East Aiken, SC 29802-3097. 803-641-1065**

Location:

Main Address:

**Highland Property Pros LLC
3000 The Reserve Club Dr.
Aiken, SC 29803**

Mailing Address:

**6050 N US 19 E Highway
Newland, NC 28657**

Contact:

Contact: **Janet Millsaps**

Title: **Manager**

Phone: **(828) 260-2370 x**

Email: **janet@hppnc.com**

Fax:

Application Comments: **To apply, contact employer at (828) 260-2370 or apply at the job order holding office: SC Works Center- Aiken 1571 Richland Avenue East Aiken, SC 29802-3097. 803-641-1065**

Job Details:

Occupational Code: **37301100 Landscaping and Groundskeeping Workers**

Job Title: **Groundskeeper**

Industry Code: **561730 - Landscaping services**

Number of Positions: **19**

Referrals: **9999**

Earliest Date to Display: **08/18/2026** Last Date Job Order Will Display: **10/26/2026**

Job Order Followup: **09/17/2026**

Job Type: **Temporary**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **4 - 150 Days**

Special Job Category:

Job Duties and Skills:

Description:

JOB DETAILS: Groundskeeper. 19 temporary/full-time positions with Highland Property Pros LLC from 11/16/2026 through 3/31/2027. Perform duties associated with restoration and winterization of grounds on golf courses. Workers will perform a variety of tasks which may include any combination of the following: rake/mulch/compost leaves, prune/trim/fertilize trees and shrubs, care/treat/repair tee boxes/fairways/greens to

restore to peak playing conditions, dormant season/winter planting of seeds/bulbs/trees/shrubs, and maintain irrigation systems and monitoring usage to ensure proper watering during the cooler months. Duties may also include litter/debris removal and spreading salt to ensure safety during inclement weather (snow or ice). Entry level, requires supervision.

Must lift/carry 50 lbs., when necessary. Saturday and Sunday work required, when necessary. On-the-job training will be provided to the worker.

Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer arranges and pays directly or reimburses for inbound travel costs no later than upon completion of the first half of the contract (the 50 percent point). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment to the place of employment, a daily subsistence for meals, and reasonable lodging costs, if applicable. Subsistence reimbursements based on rates specified in the Federal Register (currently \$16.78 per day minimum, or \$68.00 per day maximum for workers with acceptable receipts). Transportation reimbursements based on worker's actual cost, not to exceed the most economical common carrier transportation costs for distances involved. Employer provides or pays outbound travel costs to same workers upon completion of the contract period or early dismissal, except where the worker has subsequent employment. Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the first workday after the worker arrives at the place of employment and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order. Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above.

Employer will provide without charge all tools, supplies and equipment (including uniform, if applicable) necessary to perform duties assigned. If requested, employer assists non-local workers to secure worker-paid lodging.

WORKSITE LOCATION: 3000 The Reserve Club Dr, Aiken, SC 29803 and 2732 Andrews Circle, Aiken, SC 29803 and multiple worksites within Lexington (SC), Aiken (SC), Edgefield (SC), Columbia (GA), and Richmond (GA) counties. Employer will offer daily transportation to and from the worksite from a centralized designated pick-up place at no cost to workers. Use of this transportation is voluntary. Employer provides incidental transport between job sites. Such transportation complies with all applicable Federal, State, and local laws/regulations.

WAGES: Wage rate is no less than \$17.83/per hour. Overtime hours vary at: \$26.75/per hour. Raises and/or bonuses may be offered to any worker in the specified occupation, at the company's sole discretion, based on individual factors including work performance, skill, and tenure.

A single workweek will be used to compute wages due. The payroll period is weekly. Workers are paid by check on Friday. The standard work schedule is Monday through Friday, from 6:30 am to 3:00 pm. Employer will offer 40 hours per week. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours.

Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions. Voluntary deductions must be pre-authorized in writing and may include the following: Voluntary advances and/or loans made to workers, if any, may be repaid by pre-authorized payroll deductions. Employer deducts reasonable fair market value cost of rent/utilities based on number of occupants for workers electing to reside in employer-provided housing (cost TBD).

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required** Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **No Minimum Education Requirement**

Months of Experience: **0**

Requires a Drivers License: **No** Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **17.83 Hour**

Maximum Salary: **17.83 Hour**

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Day Shift**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

☒ Contact Information

☒ Employment History ☐ Allow individuals that have never had a job to apply (eg. College graduates)

☐ Education History

☐ Certifications

☐ Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Foreign Labor Cert
H2B**

Job Developer Mandatory Listing: **None of the items
listed**

Status: **On Hold**

Employer Status:

Reason: **NA**

Future Release From Hold: **11/01/2026**