



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Groundskeeper	Physical Plant	Manager, Physical Plant	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Perform a variety of duties in the development and maintenance of the grounds, drives, walks, and parking areas of the campus and certain off-campus properties. Operate equipment in the performance of job duties.

Essential Responsibilities:

(These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation)

1. Mows grass; trims grass around sidewalks, buildings, and shrubbery; prunes shrubbery, trees and limbs; removes clippings; plants and removes shrubbery; removes debris from sidewalks; performs grading work and snow removal.
2. Maintain grounds maintenance equipment, tools, and machinery in proper working condition; report major repair needs to supervisor.
3. Make repairs to outdoor chairs and benches.
4. Load and unload furniture and other materials, transport to designated locations, utilizing a variety of equipment as needed. Assist with set-ups as needed.
5. May be required to assist in general maintenance and custodial tasks.
6. Trash Removal
7. Perform other duties as assigned.

Qualifications:

Minimum:

1. Work related experience
2. Interpersonal skills
3. Strong Christian faith, commitment and volunteer service experience.

Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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