



# 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](mailto:employment@grace.edu).

**Posted: 8/25/2026**