



TITLE: Groundskeeper
DEPARTMENT: Facilities
WORK SHIFTS: 7:00AM - 3:00PM
POSITION STATUS: Full-Time

POSITION SUMMARY: The International School of Indiana is a private school with ~600 students from Pre-School (age 3) thru 12th grade. The Groundskeeper maintains and cares for the school grounds. The Groundskeeper may at times backup the maintenance and/or custodial teams. Typically reports and works under the close supervision of the Facilities Supervisor.

RESPONSIBILITIES:

(Include but not limited to)

- Prepares seeding or weed control by cultivating soil and adding fertilizer or chemicals, according to assigned schedule and need.
- Mows lawn with furnished equipment as recommended and assigned
- Connects sprinkling equipment and waters lawns, flower beds, shrubs, trees and athletic fields as needed
- Adjusts and repairs such equipment as lawnmowers, sprinklers, and hedge shears
- Collects and disposes of leaves and refuse from grounds.
- Repairs and installs outdoor bleachers, benches, playground equipment, fences, etc
- Works on assigned repair and maintenance jobs during inclement weather
- Operates equipment, i.e., tractors, snowplows, mowers, and trucks, as required in the performance of duties
- Moves furniture and equipment as assigned
- Performs such other tasks and assumes such other responsibilities as the Head of Schools, Manager of Operations/Facilities, Facilities Supervisor or his or her designee may assign
- Removes snow and ice from sidewalks, parking lots, and driveways and salting using appropriate methods
- Maintains appearance and safety of ISI grounds by performing such duties as sweeping and picking up debris.

REQUIREMENTS:

- High school diploma or general education degree (GED)
- Minimum of 6 months' work experience in groundskeeping
- Strong time management skills
- Attention to detail
- Friendly and approachable demeanor
- Willingness to embrace ISI's unique mission

APPLICATION:

Please send application and/or resume to:
Jenna Gavit
International School of Indiana
4330 N. Michigan Street
Indianapolis, IN 46208
Resumes@isind.org

