



Grand Park Part-Time Grounds Assistant

FLSA Status: Non-Exempt

General Definition of Work

This position offers support to the Grand Park Grounds Manager by aiding in the essential functions of the campus's daily operation. Work is performed under the supervision of the Grounds Manager. Work hours for this position are directly tied to the campus's event calendar and are subject to change. Weekend availability may be required.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Strategizes with the Grand Park Grounds Manager to produce a comprehensive park maintenance schedule
- Maintains all sports surfaces and common area ground at the highest level of quality
- Works with Grounds Manager to develop an effective sports surface maintenance plan that includes all processes and techniques needed
- Employ sound environmental and ecological practices
- Assist with all equipment upkeep and maintenance
- Assist in inclement weather duties as assigned by the Grand Park director
- Works with Grounds Director to develop grounds material budget
- Completes other duties as assigned by Director
- Maintains professional and technical knowledge

Knowledge, Skills and Abilities

Thorough knowledge of the methods, materials, tools and equipment used in building and grounds maintenance and repair; thorough knowledge of environmental best practices as they relate to facility maintenance; thorough knowledge of hazards and safety precautions associated with maintenance work; thorough knowledge of applicable codes and pertinent inspection and safety requirements; ability to recognize and diagnose problems; ability to make time and materials estimates; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to work from sketches, blueprints and drawings; ability to prepare maps; ability to maintain records; ability to operate motorized vehicles, including towing; ability to establish and maintain effective working relationships with Grand Park Stakeholders and the Vendors.

Education and Experience

High school diploma or GED is required.



Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Weekend availability

Valid driver's license in the State of Indiana

CPR Certification or ability to obtain

First Aid Certification or ability to obtain