CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Grounds**
Building/Department	**Center Grove Operations Center/Maintenance**
Supervised & Evaluated By	**Director of Facilities**

Position Details:
Days Per Year: **260**
Hours Per Day: **8**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Job Description Updated:
9/2025

Minimum Qualifications and Credentials Required:

- High School diploma or GED
- Valid Indiana driver's license with acceptable driving record

Essential Functions:

- Performs general grounds work outside of the corporation facilities relative to turf, shrubs, and trees
- Participates in mowing, trimming, spraying, watering, fertilizing, trimming, and pruning to maintain turf, shrubs, and trees for the corporation facilities
- Participates in periodic sweeping and cleaning of parking lots
- Participates in maintaining athletic fields. Assists in layout and striping for games
- Assists in daily, weekly and seasonal maintenance of grounds equipment. Reports any needed repairs to the supervisor
- Assists in periodic inspections of Corporation Grounds
- Assists in playground inspections and repairs
- Maintains good appearance and appropriate behavior at all times
- Actively participates in safety training programs and/or corporation in-service training as required
- Maintains proper personal protective safety equipment and logs
- Participates in snow removal and road salting operations
- Assists with grounds maintenance training for custodians as requested

- Performs other tasks and duties assigned

Physical Requirements:

- Ability to perform manual labor for extended periods of time as required by work assignments
- The ability to exert maximum muscle force to lift, push, pull, or carry objects
- The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions
- The ability to bend, stretch, twist, or reach with your body, arms, and/or legs
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.