



Job Description

Position Title: Groundskeeping & Facilities Specialist

Purpose of Position

The Groundskeeping & Facilities Specialist is primarily responsible for the overall upkeep and beautification of our grounds and campus.

Position:

- Full-time, daytime hours
- Calendar Year
- Hourly, At-will employee

Reports To: Facilities Manager

Evaluated By: Facilities Manager

Direct Reports: None

Salary Scale/Pay Grade: Facility Staff

Qualifications:

- High School Diploma or GED
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.
- Experience in groundskeeping preferred.
- Ability to work in both indoor and outdoor environments in all season.
- Ability to lift 50 pounds.

Professional Profile:

- Committed to the mission of DMCS
- Possesses a strong work ethic
- Characterized by integrity
- Maintains confidentiality
- Maintains a high level of attendance and is punctual
- Models Christ-like behavior in word and behavior both in and out of the office
- Possesses ability to follow directions and work independently
- Works with staff in other departments as a team player

Responsibilities:

Groundskeeping (40-70% depending on season):

- Maintains grounds and performs seasonal ground work (including but not limited to: lawn care, shrubs, hardscape, landscape, pest control, sidewalks, limited snow removal).
- Maintains baseball and softball fields.
- Communicates with Maintenance Technician as needed regarding equipment and repair needs.

Outdoor Facilities (10% depending on season):

- Performs routine playground upkeep and equipment repair in accordance with playground safety guidelines.
- General outdoor facilities upkeep (including but not limited to: dumpsters, parking lot, fencing)
- Assists with winterizing the property

General Facility Needs (20%-50% depending on season):

- Works in collaboration with Facilities Team to respond to facility, maintenance and custodial ticket requests from school employees.
- Assists with school event setup and teardown as needed throughout the school day.