



Company: Capital Improvement Board of Managers
Job Title: Groundskeeper
Department: Facility Management
Reports To: Building Services Manager
Shift: 1st Shift / 7:30am – 4:00pm

POSITION SUMMARY: This position is responsible for providing the labor necessary for the maintenance of plant materials and grounds; upkeep of fountains, sidewalks and paved areas. Accountability is to the Building Services Manager.

DUTIES:

- Removal of trash and debris.
- Clean streets and sidewalks.
- Maintenance of grounds areas.
- Snow removal.
- Operation of mechanical equipment required for the job.
- Other duties as assigned by Building Services Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Ability to safely operate and maintain equipment. Ability to respond and provide information to public inquiries in a courteous manner. **Ability to work evenings, nights and weekends.**

EDUCATION/EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

Valid vehicle operator's license.

Forklift Certification

Lift Certification

MSDS Training

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant standing, walking, stooping, bending, and kneeling and frequent reaching: high/low/level. Occasional lifting of materials weighing 50+ pounds. Working conditions also require constant work in hot or cold weather.

Individuals interested in applying for this position should submit a resume and/ or application to the Human Resources office no later than Friday – November 30, 2018.

Address:

Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225

11.6.2018