



## **Facility Trades Specialist II**

### **Glencoe Park District**

**Contact Name:** Matt Walker  
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**Closing Date:** 2024-03-22  
**Salary:** \$54,000 - \$65,000

#### **Description:**

**Job Title:** Facility Trades Specialist II  
**Department:** Parks & Maintenance  
**Reports To:** Assistant Director of Parks and Maintenance  
**FLSA Status:** Non-Exempt

#### **Summary**

The Facility Trades Specialist II is responsible to the Assistant Director of Parks and Maintenance. The Facility Trades Specialist II is responsible for providing quality building maintenance, support services, snow removal at facilities including the Takiff Center, Weinberg Family Recreation Center, and Glencoe Swimming/Boating Beach and all other park sites with applicable work.

The Facility Trades Specialist II shall oversee the physical plant operation, condition and maintenance of the above listed facilities. Furthermore, the Facility Trades Specialist II shall coordinate with Recreation Department staff to manage program support, room setup, and seasonal transitions. In addition to the facility responsibilities, the Facility Trades Specialist II shall complete duties in customer relations as they relate to their specific areas of responsibility.

Lastly, the Facility Trades Specialist II shall complete all other duties as assigned.

#### **Qualifications**

A minimum of an associate's degree or the equivalent of technical school degree or work experience in a skilled construction trade and training which provides the required knowledge, skills and abilities.

Professional experience in HVAC, Electrical or Plumbing trades preferred.

The Facility Trades Specialist must be a self-starter who recognizes and recommends necessary repairs and maintenance. They must have the ability to work independently or with other team members and complete maintenance, repairs, construction and custodial work under minimal supervision.

Due to the public nature of the work environment, the individual should have appropriate public relation skills and be courteous to the public at all times.

## **Required Knowledge and Skills**

Preferred is a working knowledge or, three to five years' experience in, and the ability to perform at least three of the following skills: HVAC, plumbing, electrical, carpentry, painting, general facility maintenance, as well as the use of tools and machinery for a variety of projects and repairs.

The Facility Trades Specialist II shall complete building and equipment repairs and general improvements within the Takiff Center, Weinberg Family Recreation Center, Glencoe Swimming/Boating Beach, and all other park sites with applicable work.

The Facility Trades Specialist II assists with the daily operations of the Facility Maintenance Division, and communicates with the Assistant Director of Parks and Maintenance on a daily basis.

Lastly, the Facility Trades Specialist II works in coordination with the Parks Department as needed.

All full-time employees must pass a criminal background check, drug test, and physical exam, all of which are paid for by the Glencoe Park District. Must possess a valid Illinois Driver's License. An AED/CPR certification is required within six months of employment.

It is essential to the successful performance of the position that the Facility Trades Specialist II be readily accessible via cell phone (provided by the Glencoe Park District).

## **Essential Duties and Responsibilities**

### *Department Administration*

- Directly responsible to the Assistant Director of Parks and Maintenance for the daily operation of the Facilities Maintenance Department
- Oversee and perform repairs on plumbing and electrical systems and mechanical equipment at the Takiff Community Center, Weinberg Family Recreation Center, and Lakefront Beach facilities
- Assist with the coordination of contractor work, repairs and renovations at all facilities
- Perform routine inspections and maintenance of equipment and facility machinery such as boilers, furnaces, compressors, blowers, fans, pumps, and heating, ventilation, and air conditioning systems
- Report need of replacement, repair or renovation of equipment, machinery, and adjacent grounds at all facilities
- Responsible for inventory and replenishment of building maintenance and custodial supplies
- Assist with the daily oversight of custodial duties at each facility as needed. and complete custodial duties as directed when custodial staff is absent
- Oversee the logistical support for special events at all facilities

### *Personnel Management*

- Develop and maintain positive working relationships among all staff
- Work closely with Facility Trades Specialist I on a routine basis

### *Project & Contractor Management*

- Assist with oversight of district wide maintenance contracts as assigned
- In the absence of the Assistant Director of Parks and Maintenance provide staff direction

### *Records and Reports*

- Keep necessary records as required and submit to Assistant Director of Parks and Maintenance when requested

- Use computer for inspection-related software if applicable

### *Safety and Risk Management*

- Read, understand, and enforce the Park District's "General Safety Rules" and "Safety Policy Statement"
- Actively support established safety program to control and reduce the frequency and severity of accidents
- Review and summarize incidents and reports relating to health, safety and loss control policies and procedures
- Must be comfortable working at heights/roofs and adjacent to deep water
- Use provided safety equipment on all jobs as needed
- Observe and report all unsafe practices and conditions that might result in an accident

### *Public Relations*

- Meet with residents/facility users to address requests, concerns, and complaints regarding area of responsibility

### *Physical Requirements*

- Standing: to perform facility repairs, conduct routine maintenance inspections
- Sitting: to fill out checklists, to make phone calls, to complete department correspondence
- Manual dexterity: use hands and/or fingers to handle, feel, or operate objects, tools, and controls with a high degree of skill and accuracy
- Reaching/Pulling/Pushing: to move maintenance car, table and chair racks, audio/visual equipment, cleaning supplies, dolly, mop and bucket, vacuum, broom,
- Lifting: tables, chairs, tools, tool boxes/bags, equipment, cleaning supplies garbage, boxes, various apparatuses
- Bending: to pick up tables, chairs, tools, tool boxes/bags, equipment, cleaning supplies garbage, boxes, various apparatuses, debris,
- Driving: from facility to facility, complete snow removal, pick up or move facility equipment and supply needs
- Walking: from room to room, facility to facility, to/from garage or adjacent grounds around each facility
- Talking/Hearing: when communicating with staff, vendors, and the public

### **Physical Demands**

The considerations described below are representative of those that must be met by an employee performing the essential functions of the Facility Trades Specialist II position successfully.

Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk for extended periods of time. Work requires lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

### **Psychological Demands**

To be successful, an individual must be customer service-oriented and be able to deal with patrons with various needs. Work has the potential to deal with angry customers.

### **Work Environment**

Work takes place in both indoor and outdoor conditions. While performing the duties of Facility Trades Specialist II, the individual may be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **Hours**

Due to the very nature of Park District programming, evening, weekend, and some holiday hours are to be expected and it is likely that the work week may exceed 40 hours. Example of an 8-hour work day would be 7:00am to 3:30 pm with a half hour for lunch.

The Assistant Director of Parks and Maintenance, Director of Parks and Planning and/or Executive Director may also ask the Facility Trades Specialist II to perform assignments not in this job description. This job description is subject to periodic review and revision.

**Closing Date for Applications: Friday March 22, 2024 at 5:00 PM**

To be considered for the Facility Trades Specialist II position, interested candidates are encouraged to submit their applications before the closing date. No phone calls or emails, please.

*Glencoe Park District is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*