



Parks Maintenance Staff I

Kenilworth Park District

Contact Name: John Kiwala

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Closing Date:

Salary: \$18.00 - \$25.00 / Hour

Description:

Parks Maintenance Staff I

Full-Time \$18.00 - \$25.00/Hour

PARKS MAINTENANCE STAFF I: Hourly wage range between \$18.00 - \$25.00

Department: Parks and Properties reports to Executive Director

Summary: The Parks and Facility Maintenance I staff member is responsible for the daily maintenance, repair, and improvements of the parks, facilities, and vehicles of the Kenilworth Park District. All Parks Department employees are expected to be efficient, courteous, perform duties following all safety requirements and exercise sound judgment in the best interest of the Park District and its patrons.

BENEFITS: • Health insurance (HMO or PPO), with reasonable employee contribution for employee, spouse, and dependents. • Dental insurance for employee, spouse, and dependents - with reasonable employee contribution. • Vision insurance for the employee, spouse, and dependents - with reasonable employee contribution. • Life insurance • Employee assistant plan (EAP) • Pension plan through the Illinois Municipal Retirement Fund • Paid time off including 12 sick days per year, 10 vacation days to start, 3 personal days (pro-rated first year), 10 holidays. • Educational opportunities, including tuition reimbursement and professional memberships and certifications.

ESSENTIAL JOB FUNCTIONS: • Maintain Park District turf areas including mowing, trimming, seeding, and fertilizing. • Perform landscape maintenance to include watering, mulching, weeding, planting of flowers/shrubs and trimming of trees and shrubs. • Maintain athletic fields including aerating, dragging, and striping. • Remove all refuse and trash from parks and playgrounds. • Remove snow and ice from and salt/ice melt walks, drives, and paths. • Operates hand tools, landscape equipment and District vehicles and equipment. • Assist in maintenance of playground equipment to include safety inspections and repairs. • Create and maintain outdoor ice surfaces for skating. • Maintains a clean and organized work environment. • Ability to inspect, identify, and perform repair needs on all Park District assets. • Performs delivery of equipment and supplies as needed. • Capacity to utilize effective time management skills and work with accuracy and efficiency while managing multiple deadlines and interruptions. • Demonstrates ability to increase level of problem solving, building on past experiences. Works logically and independently to maintain efficient workflow. • Capacity to maintain self-control and composure in difficult situations. • Ability to

communicate effectively and work harmoniously with fellow employees to maintain positive and effective working relationships. • Must be able to safely perform duties in the presence of the general population and/or park patrons in public areas. • Perform the job in compliance with District Employee and Safety Policies and Procedures. • Demonstrate and support the Park District's mission statement, vision, and core values. • Perform other duties and functions as directed.

MARGINAL FUNCTIONS: • Promote Park District facilities and programs and maintain a positive public appearance. • Attend training, seminars, workshops, webinars as they pertain to the position.

HOURS OF WORK: • This position requires non-traditional work week (Tuesday-Saturday) schedules. • Core hours: 7 a.m. - 3:30 p.m. 40 hours/week. • Must be flexible with schedule changes, extra hours, and emergency calls.

PSYCHOLOGICAL CONSIDERATIONS: • Ability to handle multiple tasks at one time, prioritize and complete them in a timely fashion. • Ability to think logically and independently to maintain efficient workflow.

PHYSIOLOGICAL CONSIDERATIONS: • Heavy work, lifting up to 50 pounds frequently and up to 20 pounds constantly. Workers are allowed and encouraged to use mechanical or manual assists for lifting above 50 pounds as a guideline. Working in teams also aids with heavier activities. • General work areas are 90% outdoors with frequent exposure to natural and potentially extreme weather conditions, mud, dirt, dust, various living and decaying organic materials. General work areas indoors include frequent exposure to dirt, dust, fumes, exposure to chemicals such as chlorine, acids, pesticides, fertilizers, cleaning solutions, petroleum products, etc. • Personal protective equipment and clothing is required as it pertains to the duty.

QUALIFICATIONS: High school graduate or equivalent. Two years of public grounds and/or facility maintenance preferred. Valid Illinois Driver's License required. Must be capable of acquiring and maintaining current CPR certification. Pre-employment screenings and background check required.

The Kenilworth Park District is an Equal Opportunity Employer. EOE/M/F/D/V Job Type: Full-time

Resume and references should be emailed to Johnathan Kiwala | Executive Director | Kenilworth Park District at jkiwala@kpdistrict.org.