



Crew Leader for Parks

Bolingbrook Park District

Contact Name: Ken McEwen

Contact E-mail: kmcewen@bolingbrookparks.org

Contact Phone: 630-783-6564

Closing Date: 2022-07-08

Salary: Starting Range \$19.48-\$21.91/hour

Description:

We look forward to you joining our team of professionals. We currently maintain 51 parks and 42 playgrounds. We offer a competitive benefits package including health, dental, vision, and life insurance; free memberships for yourself and family to Lifestyle Fitness Center and Pelican Harbor Indoor/Outdoor Aquatic Park and so much more. Make an impact in the Bolingbrook Community!

JOB SUMMARY Under the direction and supervision of the Parks Maintenance Manager perform maintenance, repairs, and construction tasks to maintain and improve the appearance and quality of the park system.

Supervise a crew of full-time, part time and seasonal employees as assigned.

EDUCATION, EXPERIENCE & TRAINING • High school diploma or equivalent. Post high school education in landscape or related field preferred • Minimum five years of experience in park maintenance, landscape design, construction maintenance or a related field • Valid driver's license • Must maintain a pesticide operator's license • Must be able to lift and carry 50 pounds for 25 yards • Bilingual, English and Spanish speaking individuals are highly desirable and preferred

KNOWLEDGE, SKILLS & ABILITIES • A reasonable mechanical aptitude and interest in machinery and equipment used to maintain parks. • Ability to comprehend blueprint details and specifications. • Knowledge of occupational hazards and safety precautions. • Ability to articulate well in both written and verbal form. • Ability to schedule projects and coordinate trades and vendors to complete projects on time. • Knowledge & experience in operating heavy construction equipment i.e. backhoe, front-end loader, jackhammer, etc. • Basic knowledge of people management and labor laws in order to supervise workers. • Attention to detail problem solving expertise must be frequently demonstrated. • Working knowledge of Microsoft Office Suite of programs and comprehension of Buildings and Grounds maintenance software. • CPSI (Certified Playground Safety Inspector) preferred or pass within 6 months of hire date • Ability to work in all weather conditions • Ability to work independently or with a crew

DUTIES AND RESPONSIBILITIES Essential Duties • Supervise full-time, part-time and seasonal workers as assigned by the Parks Maintenance Manager. • Install, construct, repair and paint fences, backstops, picnic tables, benches and play equipment. • Drag, line, and prepare athletic fields and courts. • Perform general outdoor building maintenance such as repairing roofs, doors, windows, cleaning, minor electrical, plumbing, carpentry, and painting. • Perform turf care including

mowing, edging, trimming, fertilizing, aerating, topdressing, seeding, pesticide applications, irrigation and rolling. • Complete and submit daily and weekly reports as directed. • Manage a crew of 3-7 workers as assigned by the Parks Maintenance Manager. • Remove snow from walks, drives and lots and trails. • Assist in training co-workers in the safe operations of equipment. • Maintain and repair playgrounds and park structures. • Abide by the Bolingbrook Park District dress code for your area • Perform all job tasks within the rules and guidelines of the Park District's safety program. * Work as a Team Player with co-workers and in conjunction with other departments.

Marginal Duties • Build and maintain outdoor ice rinks. • Remove all garbage, paper, leaves, refuse material, etc., from parks. • Conduct park inspections. • Assist with prescribed burns • Conduct vehicle and equipment inspections • Welding, brazing and cutting with a torch. • Maintain a clean and safe working environment. • Provide a program of continuous in-service training for staff. • Attend staff and in-service training meetings as required. • Perform other associated duties as assigned by supervisor.

PHYSICAL REQUIREMENTS Walking: while mowing, pruning and trimming; while inspecting parks Climbing: to climb ladder to prune trees and repair shelters Talking/Hearing: to communicate with staff and public Sitting: to drive a vehicle and/or riding mower Reaching: to retrieve tools, to repair playground equipment Pulling: to prepare athletic fields Pushing: while mowing, trimming and pruning; to plant trees and shrubs, to remove snow Stooping/Crouching: to remove garbage Lifting: to remove garbage, to put away supplies Seeing: to obtain information from written material, to drive a vehicle

COGNITIVE CONSIDERATIONS Must have the ability to read, write and organize materials. Proficient in construction, landscape and architectural terminology. Ability to plan, direct and supervise staff. Ability to drive a vehicle, construction equipment or powered lawn equipment. Must be able to relate to other people in a professional manner. Must exhibit good safety awareness and judgment.

FLSA Full Time, Hourly, Non- Exempt

HOURS Generally 6:30am - 3:00pm, Monday through Friday, however weekend work and extended work days are often required due to the nature of this position. Required to work special events as assigned.