



CRC Maintenance Worker

Wilmette Park District

Contact Name: Liz Cox

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Closing Date:

Salary: \$37,783 to \$51,008

Description:

ESSENTIAL DUTIES and RESPONSIBILITIES include the following (other duties may be assigned):

- Follow all Park District policies and procedures as mentioned in the Wilmette Park District Employee Manual.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevator, stairways, locker rooms and other work areas.
- Sweep and mop floors. Clean and vacuum rugs, carpets, upholstered furniture, and window treatments. Replenish restroom supplies.
- Dust furniture and equipment. Polish metalwork.
- Wash walls, ceiling and woodwork. Wash windows, door panels and sills.
- Empty wastebaskets and trash receptacles.
- Transport trash and waste to disposal area. Also pick up trash outside.
- Clean snow and debris from entrances and sidewalk areas around facility. Salt sidewalk in winter.
- Responsible for locking and closing building at closing time.
- Responsible for unlocking and opening building at opening time.
- Move equipment and furniture as needed. Organize and maintain storage areas. Set up tables and chairs for room rentals, meetings and other activities.
- Responsible for minor equipment and plumbing repairs.
- Report to Supervisor actual and potential failures in furniture, equipment, hardware and mechanical systems in all areas of the facility.
- Learn and operate facility paging/phone system.
- Any other duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

- Actively support the safety program in order to effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the safety program.

- Promptly report to Supervisor, Risk Manager or a member of the Safety Committee all unsafe actions, practices or conditions observed.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be 18 years of age or older.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent (GED).
- Maintenance experience preferred.
- Some knowledge of equipment repair and minor plumbing skills desired.

CERTIFICATES, LICENSE, REGISTRATIONS

- Must hold a valid Illinois Class D driver's license.
- Must obtain and keep current CPR & AED certification, trade certifications a plus.

LANGUAGE SKILLS

- Ability to read a number of two-and three-syllable words and to recognize similarities and differences between words and between series of numbers.
- Ability to print and speak simple sentences.

COMPUTER SKILLS

- Basic computer computing with knowledge of Microsoft Word, Excel or similar.

MATHEMATICAL SKILLS

- Ability to add and subtract two-digit numbers and multiply and divide with 10s and 100s.
- Ability to perform these operations using units of American money and weight measurements, volume, and distance.

REASONING ABILITY

- Ability to apply commonsense understanding to carry out simple-one or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; push, pull, carry and repeatedly stoop, kneel, crouch, crawl and talk or hear. The employee is occasionally required to sit and climb or balance.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, night vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.

HOURS:

- CRC Maintenance Worker – Full Time employee has to work a 40 hour work week.
- Normal shift hours are Monday through Friday 5:45am - 2:15pm or 11:30pm - 8:00pm.
- Weekend shifts hours are Saturday 6:00am - 6:00pm and Sunday 7:00am - 5:00pm.
- These hours may change depending on the Center's scheduling or vacation schedules. Extra hours may be required at various times.
- Actual schedule to be determined by the Supervisor.