



Facility Maintenance Technician II

Vernon Hills Park District

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Closing Date:
Salary: \$46,000-\$62,000

Description:

SUMMARY

The Facility Maintenance II position is responsible for routine facility functions such as cleanliness, room set-ups, maintenance, safety, sanitation, HVAC mechanical equipment operation, security, and facility appearance. A major job responsibility for this position will be the maintenance, repairs, and improvements of the outdoor aquatics facility. A broad spectrum of hand and power tools will be used in a wide variety of facility and equipment repairs.

QUALIFICATIONS

- * A high school graduate plus three (3) years' experience at Vernon Hills Park District or five (5) years' experience at another agency in a similar position.
- * A valid Illinois State Drivers License (class C) is required, with a safe driving record.
- * Five (5) years' experience in the building trades (carpentry, electrical, plumbing, HVAC, and commercial outdoor/indoor aquatics) or other trades as approved by Superintendent of Parks.
- * Accredited course work (AHRI) Air Conditioning, Heating and Refrigeration is preferred.
- * Certified Pool Operator (CPO) or Aquatic Facility Operators (AFO) certification is required.
- * CPR and AED Certification within six months of employment.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

1. This position's work schedule will be 40 hour per/week with occasional overtime.
2. Supervise Facility Maintenance I, Custodial Staff, and seasonal maintenance staff when the Facilities Foreman is not available.
3. Complete facility repairs such as carpentry, painting, HVAC preventative maintenance, plumbing, and electric.
4. Assign or complete work orders and sign off as complete and return/communicate with supervisor.
5. In season, daily maintenance of outdoor aquatic facility.
6. Properly monitor and adjust pool chemical requirements for safe aquatic operations, backwash and

clean filters.

7. Daily, non-custodial, maintenance of all childcare rooms, meeting rooms, hallways, offices, fitness center, showers, restrooms, locker rooms, kitchen, mechanical room and entrances.
8. Maintain inventory of all maintenance equipment, tools and supplies.
9. Prepare buildings to meet seasonal requirements such as cleaning gutters, maintaining heating and cooling systems, and shut down/winterize of outdoor aquatic center.
10. Remove snow and ice from sidewalks and entryways and apply snow-melting materials as needed.
11. Assist Parks Department as needed with parking lot snow removal by driving/operating snow plow truck
12. Removal of trash and recycling from in and around the building daily or as necessary.
13. Perform basic grounds clean up as necessary.
14. Perform, inspect, and update all facility preventative maintenance duties.
15. Responsible for troubleshooting issues at facilities and repairing or contacting contractors.
16. Assist supervisor with bid documents, contracts, and agreements.
17. Assist supervisor with budgetary information and input..
18. Must be able to perform duties of Facility Maintenance 1 and Custodial Staff when those staff are absent