



## **FACILITY MAINTENANCE SPECIALIST**

Addison Park District

**Contact Name:**

**Contact E-mail:** HR@addisonparks.org

**Contact Phone:**

**Closing Date:**

**Salary:** \$22.00 an hour + DOQ

**Description:**

For full job description, and to apply, visit

<https://www.applicantpro.com/openings/addisonparks/jobs/2705875/IL-Illinois/Addison/FACILITY-MAINTENANCE-SPECIALIST>

Work Hours: Tuesday – Saturday (40 hours per week). Onboarding period will be Monday – Friday.

**POSITION SUMMARY**

Under the direction and supervision of the Building and Facility Manager, the Facility Specialist is responsible for performing and/or overseeing contractors to complete preventative maintenance and repairs of all electrical, plumbing, pool/ splash pad, mechanical trades, HVAC, etc. This position typically works independently with minimal supervision, and may supervise others during projects. This is an essential position and is subject to extended workdays on short notice and overtime to address emergencies and repairs.

**ESSENTIAL DUTIES:**

Employee is responsible for inspecting, maintain and repairing environmental systems (such as), HVAC, furnace, boiler units, AC and other facility environmental controls.

Employee is responsible for managing the safety and cleanliness of equipment, property from wear, damage, vandalism, etc.

Employee is responsible for maintain and repairing all aspects of park buildings and facilities, which include, but are not limited to carpentry, plumbing, electrical, masonry and painting.

Employee must document man-hours and materials used on work orders to specific job requirements.

Employee must maintain a pro-active approach to safety and risk management.

Employee must conduct monthly facility safety reports and respond to areas as needed.

Performs snow removal with, but not limited to, use of snow blower plow and or broom.

Employee must perform all job tasks within the rules and guidelines of the Addison Park District's safety program.

Employee must provide administrative duties in the development of goals and objectives, preparing and maintain reports that pertain to the department, coordinating the use of facilities and services

with other district departments, and assists in development a long-term capital development plan.

#### SECONDARY DUTIES:

Employee is responsible for monitoring various contracts to ensure compliance with contract specifications.

Employee will be responsible for performing a full range of mechanical work including, but not limited to the trouble shooting of equipment for both major and minor repairs.

Employee must be able to attend professional conferences, workshops seminars pertaining to employee's position, as needed, for new ideas, development and techniques.

Employee must be available for other duties as assigned and/or needed.

May be required to work special events, snow events on nights and/or weekends.

#### REQUIRED QUALIFICATIONS

- Must have a High School Diploma or equivalent. • Must have an associate degree in the related field (Facility management, Construction, Administration, Park Maintenance or related field) or experience will be considered in lieu of education. • Minimum of two (2) to five (5) years or experience in related field or an equivalent combination of education and experience. • Must have a valid Driver's License, be able to successfully pass a driver's abstract review, and approved to drive a company vehicle.
- Able to obtain CPO within 90 days of hiring. • Complete knowledge of methods, material, equipment and tools of mechanical, electrical repairs and safety requirements. • Comprehensive knowledge of HVAC, plumbing, mechanical and electrical systems.
- Demonstrated ability to perform complicated field and shop repairs on HVAC, plumbing, pool/splash pad, mechanical and electrical equipment. • Intermediate knowledge of computer systems including Microsoft Office Suite.