



Facilities Specialist I

Elmhurst Park District

Contact Name: Angela Ferrentino

Contact E-mail: aferrentino@epd.org

Contact Phone: (630) 993-8915

Closing Date:

Salary: \$38,100/year DOE

Description:

APPLY AT: <https://elmhurstpark.bamboohr.com/careers/107>

WE ARE GROWING! We have created a new position in our Facilities Department to continue expanding our ability to be community focused, provide customer service excellence, have fun, and work with integrity!

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! Join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, and having fun! We are looking for someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting full-time job opportunity as FACILITIES SPECIALIST II! Our Facilities Specialist team plays an important role in maintaining safe and clean District facilities! We are looking for someone with previous custodial experience, attention to detail, and an independent worker.

WHAT YOU'LL DO: As Facilities Specialist I, you'll be responsible for performing general custodial and maintenance duties. Responsibilities include but are not limited to:

Disinfect and clean sinks, toilets, urinals, dust and disinfect furniture and fixtures

Vacuum and shampoo carpets, rugs, floors, matting, and dry mop, wet mop and sweep floors and corridors and use floor scrubber when appropriate

Refill dispensers (i.e. soap, paper towels, toilet paper)

Collect and remove garbage and recycling materials

Perform room setups and takedowns as requested

Ensure opening/closing procedures are followed (i.e. unoccupied rooms and storage areas locked, building vacant at closing, doors and windows secure, lights out, alarms

Sweep, shovel, snow blow and salt walks if assigned

WHAT YOU'LL BRING:

High school or trade school diploma or equivalent with 2 years experience in general building maintenance

Valid Illinois driver's license

Ability to operate hand and power tools and knowledge of variety of products and materials used in building and grounds maintenance

WHEN YOU'LL WORK: Monday – Friday from 2:00pm - 10:00pm, and Saturdays 8:00am - 5:00pm.

WHAT YOU'LL GET:

The anticipated starting pay for this non-exempt position is \$38,100/year. Actual salary will depend upon qualifications.

In exchange for your time and talent, we offer a generous benefit package, including:

Defined contribution medical insurance plan (5 plan options)

Dental insurance plan

Vision insurance plan

District paid life insurance

Participation in IMRF (retirement, disability, death benefits)

Vacation days, personal days, sick leave and 9 paid holidays!

Sick bank leave, paid parental leave and paid bereavement leave

Employee Assistance Program (EAP)

Two deferred compensation programs (VOYA & Nationwide)

Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization

Flexible spending accounts for unreimbursed medical and dependent care

Free family Courts Plus Membership and Pool Passes!

Free/discounted District programs, merchandise and concessions

Educational assistance/tuition reimbursement

Professional organizational membership

Values Recognition Program

Service Awards Program

Employee social activities

Credit Union (Central Credit Union of Illinois)