



Apprentice Tradesman

Forest Preserve District of Kane County

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Closing Date: 2023-03-19

Salary: \$43,362 TO \$52,034 PER YEAR - DOQ

Description:

The Forest Preserve District of Kane County's Operations Department is accepting applications for one (1) Apprentice Tradesman with the Operations/Trades Division.

DATE POSTED: FEBRUARY 23, 2023

WORKSITE LOCATION: CAMPTON FOREST PRESERVE, SAINT CHARLES, ILLINOIS

APPROXIMATELY 60 MILES WEST OF CHICAGO

STARTING SALARY RANGE: \$43,362 TO \$52,034 PER YEAR - DOQ

HOURS/SCHEDULE: LIMITED TO 40-HOUR WORKWEEK

APPLICATION DEADLINE: OPEN UNTIL FILLED

All candidates must apply on-line at:

<https://www.applitrack.com/kaneforest/onlineapp/jobpostings/view.asp?internaltransferform.Url>

POSITION SUMMARY

Under the direction of the Master Tradesman, the Apprentice Tradesman position performs a variety of skilled and complex labor for District properties in all areas of construction. Duties support the District's mission for a professional and safe environment for employees, volunteers, vendors and patrons. This position may direct summer seasonal staff on day-to-day operational tasks.

ESSENTIAL POSITION DUTIES and FUNCTIONS to be performed with or without reasonable accommodation

Operations:

- Performs a variety of skilled, complex and technical repairs and/or construction projects in support of the District's operation; performs skilled and complex interior and exterior building maintenance and new construction.
- Under supervision, assists, installs, maintains, repairs and inspects heating, cooling, air handling, painting, lighting, plumbing in all District facilities and staff residences, per the Preventative Maintenance Program.
- Under supervision, assists installation of new plumbing service to include water service lines and effluent systems to comply with building and health department codes.

- Under supervision, assists with installation of electrical service compliant to all codes.
- Excavate, frame and determine proper grades for foundation and flatwork concrete.
- Performs safe demolition of structures and site grading.
- Prepares material orders for assigned projects.
- Recommends necessary maintenance and repairs to District property.
- Performs preventative maintenance on tools and equipment after each use; conducts routine inspections on equipment and tools and notifies manager of any defects.
- Ensures work sites are clean and safe before leaving the area unattended.
- Operates all construction and power equipment necessary to complete the project.
- Completes submitted work order form after each assigned project and sends it on to the appropriate department for entry into the database system.
- Operates heavy machinery and commercial trucks and trailers.
- Performs all duties in conformance to appropriate safety and security standards.
- Responds to emergency call-outs on a 24-hour, 7-days a week basis.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier. Able to operate a District vehicle and travel extensively around the county on a day-to-day basis.
- Attends professional conferences, workshops and seminars as appropriate within budget parameters and with Department Head approval.
- Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- Performs the essential functions of the job, with or without reasonable accommodation.
- Performs other duties as assigned.

Administration:

- Establishes positive relationships with the community, vendors, commissioners, staff, volunteers and patrons.
- Provides input during the budget preparation process.

Staff Supervision:

- Directs summer seasonal staff; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Additional duties and functions may be essential.

MINIMUM QUALIFICATIONS

- Minimum Age Requirement: 21 years of age
- Education: High school graduate, or GED equivalent
- Experience: knowledge of various trades and construction work—particularly concrete, plumbing and carpentry, or an equivalent combination of relevant training and experience.
- Certifications/Licenses: CPR/1st AID/AED certification, Class A Commercial Driver's License (CDL) with airbrake endorsement within one year of employment. Additional professional

development/certification in HVAC, electrical and plumbing a plus.