



## **Buildings Specialist**

### **Belvidere Park District**

**Contact Name:** Destiny Boss

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**Closing Date:**

**Salary:** \$17-\$20/hour based on experience

#### **Description:**

**Job Summary:** Under the supervision of the Buildings Foreman, the Buildings Specialist is directly responsible for administering and performing all aspects of buildings maintenance for the Belvidere Park District. **General Hours:** This position requires a minimum of 40-hour per week. Typical workdays will be Monday through Friday 7am to 3:30pm. However, a combination of daytime, evening and weekend hours may be required when the need exists.

**Essential Functions:**

- Assist with the daily building's maintenance operations for the district.
- Assist Grounds and Horticulture departments with snow removal.
- Collaborate with other maintenance staff to achieve departmental goals.
- Assures that tools and equipment are properly maintained and kept in proper working order.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Participate as a team member to assist and improve the overall services to the community.
- Maintain a neat and orderly work environment.
- Participate in professional committees, conferences, workshops, and classes to improve knowledge of job responsibilities and skills with supervisor approval.
- Adhere to all organizational policies and procedures as designated by the district.
- Performs other work-related duties and functions as assigned.

**Education, Experience and Training:**

- Preferred 2 years' experience in Buildings maintenance.
- Familiarity with equipment maintenance.

**Knowledge, Abilities and Skills Required:**

- Must possess a strong knowledge and understanding of how to care for and maintain buildings
- Ability to work unsupervised.
- Aptitude to use a computer for e-mail and accessing the internet.
- Ability to apply good judgement and practical knowledge to resolve unusual or irregular problems in work assigned.
- Ability to communicate effectively within various settings, from one-on-one to group configurations.
- Proficiency to read and write in English and organize effectively.
- Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers.
- Capacity to maintain self-control and composure in difficult situations.
- Assist with supervision of seasonal staff.

**Physical Demands/Work Environment:**

- The 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.

- General work area is outdoors, in several environmental extremes, typical with working in the Midwest climate.
- Sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motion.

- Have a normal range of hearing and eyesight to record, prepare and communicate appropriately in person and in writing.
- Specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Frequently lift/or move up to 50 pounds and occasionally lift/or move, with assistance more than 80 pounds. Must be able to perform physical duties with little or no assistance.
- Have full range of body motion, including handling and lifting items and packages.
- Exposure to chemicals such as cleaning solutions, solvents, petroleum products, etc.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.