



Facility Maintenance Worker I / Custodial

Northbrook Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$20.00+ per hour

Description:

Performs unskilled and semi-skilled maintenance, custodial and repair work. Responsible for set-up and takedown of equipment for recreational areas for programs, activities, and meetings use. May be asked to work flexible schedules, including evenings, weekends, early mornings and overtime as necessary.

Pay: \$20.00+ based on qualifications

Shift: 40 hours per week with opportunity for overtime. Saturday - Wednesday 1st and 2nd shift

Benefits: Position offers a FREE benefits package that includes 100% employer-paid health insurance, paid vacation and holidays, and enrollment in the Illinois Municipal Retirement Fund (IMRF). Recreational benefits available at no cost or reduced cost including fitness center membership, recreational class registration, golf play, pool passes for you and family, batting cage access and more!

Duties and Responsibilities

Perform general maintenance and custodial duties at assigned area; sweep, dust, and mop floors; dust, polish and clean furniture; sanitize bathrooms and maintain conditions; empty trash, wash walls and windows; assist with deep cleaning tasks including window washing, stripping and waxing floors and carpet cleaning.

Perform custodial activities on the outside grounds; picks up trash, litter, and debris.

Conduct building inspections including, but not limited to, lights, doors and door hardware, window frames and glass, exterior roofs, gutters and downspouts, interior walls, floors and ceilings and stairs, railing and walks.

Inspect, install and repair building components; install signage around the district.

Paint indoor and outdoor building components and equipment.

Perform varied carpentry work for facilities and grounds; construct storage spaces, cabinets, and shelves.

Operate trucks and other equipment for the removal of snow and ice from roads, parking lots and walkways.

Construct and maintain ice surfaces at our indoor and outdoor ice rinks.

Attend and assist with special events and programs as needed.

Purchase and store materials and supplies needed for maintenance and repair projects.

Perform other duties as assigned.

Qualifications

Completion of four (4) years of high school or attainment of a GED, or graduation from a vocational school, including one (1) year of experience in maintenance repair or semi-skilled trades work. Ice rink operation and maintenance experience preferred.

Operate and maintain heavy machinery/ice resurfacers

Safe use of tools and equipment used for cleaning and building maintenance

Utilize work order system to track and complete tasks

Perform building alteration functions involving carpentry, and painting

Utilize minor handyman repairs; recognize when a certified technician must be contacted for proper repairs

Communicate effectively both orally and in writing

Follow written instructions and schedules to properly assist with room set-up and takedown

Possession of a valid Illinois Drivers License

Pass the pulmonary functioning test and respirator fit test annually

Physical Requirements

The physical requirements 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 of the job.

Regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. Frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals and risk of electrical shock.

Frequently lift and/or move up to and more than 50 pounds; employee is allowed and encouraged to use mechanical or manual assists for lifting above 40 lbs. as a guideline.

Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment.

Work is performed mainly in an indoor setting at an ice rink arena and shop and on the ice rink. Work may be performed with exposure to warm and/or cool temperatures and/or icy conditions for short or long periods of time. Position may be exposed to high noise level, fumes, dust or odors (such as paint), uneven ground or varying heights (work on roof, use of a ladder to work at heights greater than 20 feet). May walk on slippery surfaces. Works near or operates heavy machinery and/or equipment with vibrations and/or moving mechanical parts.