



## **Park Services Specialist II - Operations**

### **Skokie Park District**

**Contact Name:** Stephenie Gualano

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**Closing Date:**

**Salary:** 45,000 - \$52,000 DOQ

#### **Description:**

Responsible for skilled and semi-skilled duties in the maintenance of playgrounds, facilities, and other District areas. May act as a crew leader of general park maintenance crews or as a leader in trades related projects. The employee is under the direct supervision of the Operations supervisor, and may be directed in daily tasks by higher staff. The Park Specialist II - Operations, is granted authority for independent action and exercises supervision over assigned full-time and seasonal maintenance personnel.

#### **ESSENTIAL DUTIES**

1. Performs a variety of manual skilled and semi-skilled maintenance tasks including operation of small to heavy equipment, tractors and trucks.
2. May act as a crew leader for all maintenance repair activities and projects at assigned parks and facilities and during special events.
3. Works closely with internal customers to ensure all work requests are done correctly and in a timely manner.
4. Responsible for following appropriate safety guidelines and utilizes standards of performance set forth in the Park Operations Manual for all work.
5. Under the supervision of the Operations Supervisor, trains, supervises, and monitors work of assigned staff.
6. Inspects assigned parks and reports daily on all work completed. Maintains accurate maintenance records and written work records.
7. Performs preventative maintenance on equipment.
8. Performs rough finished carpentry, painting, locksmith duties, plumbing, electrical and mechanical maintenance work on buildings and facilities.
9. Paints buildings and park facilities and performs cement and masonry work.
10. Installs electrical fixtures such as switches, receptacles, lighting fixtures, and fuse boxes.
11. As assigned, checks and maintains HVAC equipment including heating plants and boilers.
12. Works on a rotational snow removal crew. Duties include plowing, snow blowing, shoveling and salting walkways and parking lots.

13. Maintains inventory and has custody of tools, equipment and supplies.
14. Contacts vendors to obtain quotes and orders parts/supplies.
15. Required to use high lift truck for various maintenance tasks.
16. Must have knowledge on the use of underground line locators.
17. May be assigned to perform playground inspections. Keeps current on all new ASTM Standards for public use playground equipment, keeps playgrounds safe and makes playground equipment repairs to maintain compliance with vendor warranties.
18. Performs playground surface maintenance including placement of wood chips and sand, filling holes, shoveling and raking.
19. Set-up and take-down show mobile and sound system for special events.
20. Construct and install park signage.
21. May be called on to report to work on an on-call basis for emergencies or as needed.
22. Performs other tasks as assigned.

This position must be available for snow emergencies when necessary, which could require working as early as 3am.

### **OTHER DUTIES**

Requires some knowledge of park grounds and facilities maintenance practices; working knowledge of pertinent safety precautions; ability to follow oral and written instructions; ability to operate light maintenance equipment; ability to make simple adjustments to equipment; ability to perform basic maintenance of equipment; and must adhere to preventive vehicle/equipment maintenance and cleaning programs. Incorporates the District's core values of commitment, service, integrity, openness, inclusiveness, innovation and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual and overall risk management program.

**Education:** High School diploma or equivalent (GED) and additional certification or training in trades.

**Experience:** Three years parks, facility, or maintenance experience.

**Certifications:** Must possess a valid Illinois Drivers' License and be able to obtain a Class "B" CDL License within six (6) months of employment. May be required to obtain a C.P.S.I. (Certified Playground Safety Inspector) Certification within twelve (12) months of employment. Certified Pool Operator (CPO) certificate preferred. Must be able to obtain and keep current CPR and AED certifications.

### **In exchange for your talent, the park district offers the following benefits:**

- Medical (BCBS PPO and HMO Options), Dental, Vision Insurance
- Generous paid vacation, sick and personal leave
- Participation in IMRF (a defined benefit pension plan), and other voluntary retirement plans
- Life insurance (company paid 2.5x annual salary) and voluntary life insurance options
- Continuing education benefits and participation at job related seminars and conferences
- 9 paid holidays
- Paid parental leave
- Disability benefits provided by IMRF
- Facility Usage benefits for employee and their immediate family

- Discounted rates for the following programs: preschool, childcare at our full service day care center, enrollment in our before/after school childcare program and summer camp programs

To apply, please submit your resume and cover letter here:

<https://secure6.saashr.com/ta/6180292.careers?ShowJob=537266112>