



## **PARK & FACILITIES FOREMAN**

Des Plaines Park District

**Contact Name:** Dylan Kuffell

**Contact E-mail:** dylan.kuffell@dpparks.org

**Contact Phone:** 847-390-4948

**Closing Date:**

**Salary:** \$47,000 - \$53,000

### **Description:**

Job Title: Park & Facilities Foreman

Grade: VII

FLSA: Non-Exempt

Department: Parks

### **SUPERVISORY RELATIONSHIPS**

Reports to: Revenue Facilities Manager

Supervises: Part-time staff as required or instructed

### **BASIC FUNCTION**

Performs general and preventative maintenance and repairs, landscaping, and custodial work at Lake Park, including all shelters and facilities onsite, including Lake Park Clubhouse, Lakeview Center, Memorial Band Shell, and Maintenance Garage. Train, supervise, and assign daily tasks to part-time seasonal staff.

Schedule: Sunday-Thursday. 6:00am-2:30pm April-October, 7:00am-3:30pm November-March.

COMPENSATION: \$47,000 - \$53,000

### **PERKS & BENEFITS:**

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

## ESSENTIAL DUTIES – MAINTENANCE

- Perform general building custodial duties to maintain and clean floors both carpeted and tile.
- Responsible for room set up and break down for recreation programs and events as scheduled.
- Inspect buildings for maintenance needs and safety hazards.
- Perform building repairs such as painting, changing light bulbs and ballasts.
- Strip, seal and wax floors.
- Cleans buildings, picnic pavilions, and restrooms as needed.
- Pick up trash and debris outside building.
- Assign duties and deadlines for part-time seasonal staff.

## ESSENTIAL DUTIES – LANDSCAPING

- Maintains turf areas including mowing, trimming, aerating and spraying for weeds.
- Inspects and cleans up entire park grounds including playground area, picnic areas, plants and gardens, parking lot areas, shoreline.
- Prunes hedges and trees.
- Participates in snow removal operations.
- Inspects, cleans, maintains and performs routine maintenance on equipment.
- Identifies turf and ornamental diseases and treats as necessary.
- Operates equipment such as: riding mowers, trimmers, chain saw, power washer, snow blower.
- Operates Des Plaines Park District vehicles

## OTHER DUTIES

- Attend related training to expand skills and knowledge.
- Assists other work crews as needed.
- Assist with party rentals at Lakeview Center.
- Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
- Assist patrons with providing information as requested.
- Perform additional duties as assigned.
- May be required to perform overtime work as requested or required.
- Member of a Park District committee as assigned.
- Assists with special events including, but not limited, to the annual Fall Fest.

## POSITION QUALIFICATIONS

Education: High School diploma or equivalent (GED)  
Six months commercial, vocational, or other specialized training

Experience: Two years related experience.  
Possess mechanical skill and knowledge of landscape equipment and tools.

Certifications: CPR and First Aid Certified, *Classes available through Park District upon hire*  
Valid Illinois Driver's License

## COMPETENCIES

Memory Recall Recalls details of procedures and training and consistently follows established

methods in task completion.

- Mental Alertness      Demonstrates ability to increase level of problem solving, building on past experiences.
- Technical Skills requirements.      Applies education, training and experiences towards mastery of job
- Verbal Ability clearly.      Communicates ideas and technical information to supervisor and co-workers
- Composure      Controls temper, effectively manages stress so it does not interfere with work performance.
- Character Strength      Completes work according to priorities without procrastination over undesirable tasks. Demonstrates personal integrity in all interactions. Maintain confidence.
- Emotional Maturity      Willingly accepts a variety of assignments and/or schedules. Demonstrates tolerance and patience in dealing with others. Responds positively to requests.
- Interpersonal Skills      Demonstrates communication skills by engaging others in discussions. Effective in developing relationships with others.
- Success Orientation      Sets personal standards for quality, quantity and timeliness of work to challenge self to greater levels of performance. Improves the way the job is done.
- Work Habits      Organizes work to ensure completion of assigned tasks; maintain order and safety. Adapts priorities to respond to changing circumstances. Maintain order and safety. Ability to work and stay on task without constant direct supervision.

## PHYSICAL DEMANDS

- Manual Dexterity:      Work requires regular speed, accuracy and adeptness to operate limited range of equipment.
- Physical Effort:      Work requires a considerable variety of fairly steady active physical exertion with some lifting and /or continuous standing or walking.
- Working Conditions: Outside: Will be exposed to weather conditions which can include extreme cold, rain, and extreme heat. This position works outdoors year round.
- Hazards:      Working with, operating and exposed to equipment. Noise, physical work, outside elements. Working adjacent to deep water.