



Parks Specialist

Streamwood Park District

Contact Name: Ian Pickett

Contact E-mail: ipickett@spdcares.com

Contact Phone:

Closing Date:

Salary: \$18+/hour Depending on Qualifications

Description:

Applications accepted online only through our website:
StreamwoodParkDistrict.org / About Us / Now Hiring or

<https://www.applitrack.com/streamwood/onlineapp/default.aspx?Category=Parks+Maintenance&AppliTrackJobId=357&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

Under the direction and supervision of the Parks Manager and Parks Supervisors, the Parks Specialist is responsible for supervising part-time and seasonal staff, and performing a variety of park maintenance tasks, including playground safety inspections, playground repairs, garbage collection, turf maintenance, horticulture, forestry, athletic fields, custodial and recreation support activities. This is a hands-on position with a vast majority of time to be spent working in the field. The Parks Specialist is on-call as-needed, supervising and leading part-time and seasonal employees. This is an at-will position.

Qualifications/Education

- Must have a High School Diploma or equivalent.
- Preference given to candidates with an Associates' Degree in a related field such as: Turf Management, Horticulture, Urban Forestry or a related field.
- Minimum of two (2) years of experience in related field or an equivalent combination of education and experience.
- Must have a valid Driver's License.
- Must possess a valid State of Illinois Pesticide Operator's License or must have ability to obtain within six (6) months of hire (District provided)
- Must be CPR and AED certified within six (6) months of hiring (District provided).

Essential Duties & Responsibilities

- Employee is responsible for completing hands-on maintenance-related tasks in the field, as assigned by the Parks Manager and/or Parks Supervisor(s).

- Employee must perform assigned inspections and is responsible for ensuring our parks, properties, vehicles, equipment, and other assets are in a safe and functional working condition and maintained at a presentable service level.
- Employee is responsible for garbage collection in all of our parks and must clean and maintain park pavilions, restrooms and other assigned buildings.
- Employee must maintain grounds through litter pickup, recycling, and other activities.
- Employee must organize, prioritize and direct multiple projects, labor and equipment needs.
- Employee must document labor-hours and materials used on work orders to specific job requirements.
- Employee must apply herbicides, fungicides, and pesticides to destroy undesirable growth and pests.
- Employee must assist the Horticulture, Fleet & Mowing, Playgrounds, and Athletic Fields crews as-assigned.
- Employee must perform playground maintenance, including inspections, repairs, mulch maintenance, and cleaning as-needed.
- Employee must perform ornamental horticulture maintenance which includes, but is not limited to planting trees, watering, fertilizing, flower bed arrangement, tree removal and other horticulture as needed.
- Employee must perform mowing and turf maintenance as assigned, including operating mowers, weed whips, tractors, and small engine equipment.
- Employee must perform athletic field maintenance tasks as assigned, including ballfield preps, painting field lines, and operating field maintenance equipment.
- Employee must maintain the trails, which includes, but is not limited to debris removal, grading and renovation.
- Employee must adhere to safety policies and procedures as outlined in the safety manual.
- Employee must work snow shifts as assigned and operate snow removal equipment on District roads, parking lots, and sidewalks.
- Employee is responsible for the operation and preventive maintenance of Park District vehicles, tractors, ground equipment, implements and ensuring it is performed and reported.
- Employee must maintain a proactive approach to safety and risk management and perform all job tasks within the rules and guidelines of the Streamwood Park District's safety program and manual.
- Employee is responsible for supervising part-time and seasonal staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition, and discipline.
- Employee must be able to regularly lift and/or move up to fifty (50) pounds.
- Employee must demonstrate, lead, and support the Park District's mission statement, vision and core values.
- Employee must establish, support and maintain collaborative efforts with internal and external customers and organizations.
- Employee must perform all other duties as assigned.

Secondary Duties & Responsibilities

- Employee is responsible for supervising part-time and seasonal employees for other duties including, but not limited to, recreation programs and special events as needed.
- Employee must have the ability to accurately determine and perform minor mechanical repair needs, and estimate the time required to complete repairs.
- Employee must be able to attend workshops and seminars pertaining to employee's position, as needed, for new ideas, developments and techniques.
- Employee must assist with set up for recreation programs and special events as needed.

- Employee may be required to work special events at night and on weekends.

Benefits

- Health Insurance Coverage - Medical, Dental and Vision at employee paid premium of 80% / Employer paid premium of 20%
- Life Insurance 2x Salary - Paid by Employer
- IMRF eligible
- Annual PTO: 10 Vacation Days, 3 Floating Holidays, 3 Personal Days, 12 Sick Days
- Other benefits including Park Place Fitness Center or Aquatics Membership
- Discount on Facility Rentals

Classification:

Full-Time Hourly Non-Exempt, IMRF Eligible

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