



## **Parks Maintenance Level II (Full-Time)**

Bartlett Park District

**Contact Name:** Catalina Rodelo

**Contact E-mail:** [crodelo@bartlettparks.org](mailto:crodelo@bartlettparks.org)

**Contact Phone:**

**Closing Date:** 2024-03-29

**Salary:** \$20.00 - \$23.00 per hour, DOQ

### **Description:**

#### **ABOUT US**

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, banquet and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

**The District is looking for an individual to fill our Full-Time Level II Position in our Parks Department: either in the area of Parks & Athletic Fields or in our Horticulture & Grounds department, dependent on experience and qualifications. While the primary duties and qualifications for the positions will slightly vary, the schedule, pay, and benefits offered will be the same.**

#### **JOB SUMMARY FOR PARKS & ATHLETIC FIELDS:**

The Maintenance Level II – Grounds employee must be sufficiently skilled to perform a wide variety of maintenance tasks without supervision. Must be able to supervise some full-time and part-time staff. This is an at-will position. This position reports to the Parks and Athletic Field Manager.

#### **PRIMARY DUTIES**

- Mowing and trimming of all athletic fields and other turf areas weekly during the growing season, using tractors and hand mowers and trimmers
- Responsible for layout, striping, and maintaining soccer, softball, football and baseball fields
- Establish and maintain new turf and schedule fertilizing and spraying of turf
- Landscaping work – planting and trimming trees, shrubs, and flowers, maintains landscape beds
- Repair damaged recreational items in field such as tennis court nets, basketball courts, soccer goals, playground equipment, and shelters
- Perform preventative maintenance on equipment such as checking fuel levels, cleaning and inspections, greasing, etc.
- Ability to repair and preform preventative maintenance to playground equipment
- Remove all garbage from all playing fields and park areas

- Remove snow from parking lots, sidewalks and throughout the park district, as needed
- Participate and maintain CPR certification, offered by the park district
- Perform other duties as assigned

### **JOB SUMMARY FOR HORTICULTURE & GROUNDS:**

The Maintenance Level II- Horticulture & Grounds employee will possess the necessary and relative knowledge to be sufficiently skilled to perform a wide variety of maintenance tasks without supervision. Must be able to supervise part-time staff and some full-time staff. This is an at-will position. This position reports to the Parks, Golf and Fleet Manager.

### **PRIMARY DUTIES**

Horticulture:

- Landscape – installation and maintenance of trees, shrubs, & landscape beds. Apply fertilizers & herbicides as required
- Native Areas – maintenance of prairies, woodlands, wetlands and trails
- Ponds – maintain shorelines and aquatic vegetation
- Irrigation – maintenance & repair of irrigation systems
- Tree work – installation, removal and pruning as required

Grounds:

- Asphalt work-maintain all Park District parking lots/fries including asphalt repairs, car stops, litter and sweeping
- Signage-install and maintain Park District signage
- Fencing-install and maintain Park District fencing
- Drainage-installation and maintenance of above and below ground drainage
- Snow Removal-remove snow from parking lots, sidewalks, and pathways throughout the Park District as required

General:

- Ability to operate tractors, skid loaders, trucks, mowers, and various hand tools including chainsaws. Be responsible for proper adjustments of equipment to accomplish tasks as required
- Mowing and trimming using tractors, hand mowers and trimmers
- Assist with special event set-up, operation and clean-up as required
- Light construction – carpentry, concrete and plumbing
- Removal of garbage and litter from park areas
- Perform other duties as assigned

### **QUALIFICATIONS**

- High School graduate or equivalent
- Must be at least 18 years of age or older
- Must have a minimum of 2 years' experience in a park maintenance or related field
- Must be able to obtain an Illinois Pesticide Operator's License and have prior experience in parks maintenance
- For the Horticulture and Grounds position, must have knowledge of native plant material and native area maintenance preferred
- Must have a valid Driver's License and be able to provide own transportation

**SCHEDULE & PAY**

This is a Full-Time, FLSA Non-Exempt position. Hours are Monday-Friday, 7:00AM – 3:30PM (40 hours per week with nights and weekends as needed, including an on-call schedule). Hiring Range is \$20.00 - \$23.00 per hour, DOQ.

**BENEFITS OFFERED**

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

**Interested applicants: Please apply online for your preferred position:** Employment - Bartlett Park District ([bartlettparks.org](http://bartlettparks.org)).

**Deadline to apply is March 29, 2024. Bartlett Park District is an Equal Opportunity Employer.**