



## **Parks Specialist 2**

### **Huntley Park District**

**Contact Name:** Wesley Peete

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**Closing Date:**

**Salary:** 41,840-\$61,455

#### **Description:**

The Parks Specialist 2 – Sports Fields is responsible for maintenance, athletic field operations, irrigation repair, inspecting athletic field turf conditions while performing routine, preventive and corrective maintenance of all twenty-three baseball/softball athletic fields and eighteen soccer fields. This includes maintenance and turf care at Tomaso Sports Complex. Their role will also oversee, train, and work directly with part-time crew members to carry out daily maintenance duties and tasks. This position is also responsible for performing a variety of park maintenance tasks in order to maintain and/or repair park properties, buildings, and park amenities throughout the year with the other full-time Parks maintenance staff. This position reports to the Parks Operations Supervisor. The Superintendent of Parks shall designate the normal hours of work required to properly perform the duties of the job. A 40-hour work week is to be expected. Hours are M-F 7:00 a.m. – 3:30 p.m. Due to the nature of this position, it is sometimes necessary to amend work hours to include evenings or additional days during the weekend. The employee shall be considered to be on duty whenever a need exists for their services and may be on-call some evenings and weekends.

#### **ESSENTIAL DUTIES/RESPONSIBILITIES**

1. Prepares athletic fields for play, stripping, chalking, dragging, leveling, and mowing fields.
2. Apply herbicides to turf as needed.
3. Oversee the inspections of soccer goals, fencing, backstops, dugouts, signage, parking lot maintenance.
4. Maintaining the aesthetic appeal of the parks by removing all garbage, litter, refuse materials, and cleaning outdoor restrooms.
5. Performs light construction work that will include, but is not limited to, installation of playground parts, park signs, benches, trees, and shrubs.
6. Performs snow and ice removal duties including, but not limited to, snow plowing, shoveling, snow from walks and drives; salting walks and drives.
7. Operate and maintain a variety of grounds maintenance equipment including mowers, trimmers, blowers, bunker rakes, watering cannons, and hand tools.
8. Perform a variety of manual labor tasks related to the maintenance of park grounds and facilities, including but not limited to mowing, trimming, pruning, planting, and watering.

9. Assist in maintenance and repair of park facilities, including playgrounds, picnic areas, and sports fields.
10. Assist in the implementation of park improvement projects, including installation of new amenities and equipment.
11. Follow all safety protocols and procedures to ensure a safe working environment for all staff and park visitors.
12. Maintain a professional and courteous demeanor when interacting with park visitors and staff.
13. Assists with sports tournaments, special event preparation, operation and clean up as required.
14. Attends and participates in staff meetings.
15. Other Duties as Assigned.

## **ENVIRONMENTAL CONSIDERATIONS**

1. Worker may be exposed to chemicals (i.e., fertilizers, weed killers, cleaning materials).
2. Worker may be exposed to outside weather conditions including extreme heat, cold, and rain.
3. Employees must wear Personal Protective Equipment when required.

## **PHYSICAL REQUIREMENTS**

1. Ability to perform physical labor for extended periods of time in all types of weather conditions.
2. Ability to lift up to 50 pounds unassisted.
3. Ability to bend, stoop, and reach overhead.
4. Ability to stand, walk, and kneel for extended periods of time.

## **SAFETY RESPONSIBILITIES**

1. Assure a safe and hazard free environment by supervising staff to ensure work and activity spaces are safe and to correct and safeguard against potential accidents.
2. Be aware of, follow, and enforce rules and standards set forth by state, local, and other industry-specific standards as they apply to our operations.
3. Follow directions and exercise good judgement and safety awareness.
4. Use all required PPE.
5. All unsafe conditions are to be corrected if it is your responsibility or reported to your supervisor or appropriate staff who can resolve the matter immediately.

## **JOB REQUIREMENTS**

1. High School Diploma or equivalent
2. Applicants must be at least 18 years of age.
3. Minimum of two years of experience in athletic fields, golf course, or grounds maintenance is strongly preferred.
4. Ability to obtain a valid Illinois Pesticide Operator License within 6 months of hire.
5. Must possess a valid CPR and AED certification or obtain certification within six months of hire.
6. Ability to operate a variety of grounds maintenance equipment and hand tools.
7. Ability to perform manual labor tasks in all types of weather conditions.
8. Ability to communicate effectively with park visitors and Recreation staff.
9. Ability to work independently and as part of a team.

Possession of a valid driver's license and reliable transportation.

## **GENERAL STATEMENT OF POLICIES, SAFETY, ETC.**

It is expected that all Huntley Park District Staff work toward the Mission, Vision and Core Values of the Huntley Park District and comply with the policies and procedures as set forth by the Board of Commissioners. Resources that outline these policies and procedures include the Board Policy Manual, Personnel Policy Manual, Safety Manual, Departmental Manual, Area or Job Specific Manuals and other written or verbal procedures as provided by your supervisor. As all situations cannot be documented even in manuals such as these, it is further expected that your actions as an employee are always performed with safety in mind, respect of your fellow staff and customers in mind, and at the direction of your supervisor. It is expected that all staff will learn and understand these policies and procedures.

This job description is meant as an outline of the job and does not represent all duties or a contract of employment.