



Facility Maintenance II

Gurnee Park District

Contact Name: Sarah Sinclair

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Closing Date:

Salary: \$18.00 - \$22.00 Hourly

Description:

DESCRIPTION

Under the direct supervision of the Facility Maintenance Supervisor, the Facility Maintenance II is responsible for the general cleaning and maintenance of Gurnee Park District's buildings, owned or leased, and any other task assigned by the immediate supervisor. The Facility Maintenance II performs preventive maintenance procedures on all buildings, aquatic centers, shelters, restrooms, HVAC systems and fitness equipment as assigned by the Facility Maintenance Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB

1. Work involves the cleaning and routine maintenance in an assigned building or buildings, including shelters and public washroom facilities.
2. Possess and perform high quality custodial practices to complete daily, weekly and monthly cleanings tasks (sweeping, mopping, scrubbing, sanitizing, and vacuuming) at various facilities in restrooms, locker rooms, offices, activity and common spaces as assigned.
3. Adheres to generally accepted industry standards when working with chemicals and equipment while cleaning and attending to the neatness and sanitation of buildings and equipment.
4. Maintains all flooring including vinyl, ceramic, concrete and hardwood floors to include scrubbing, sweeping, mopping, stripping, polishing, and waxing as well as maintaining carpeting that includes shampooing and cleaning of carpeted floors and mats.
5. Maintains a thorough inventory of all cleans and building maintenance supplies as well as re-stocks said supplies on a consistent basis.
6. Removes trash and debris from all containers throughout the facility, indoors and outdoors.
7. Performs basic facility maintenance duties which may include, but not be limited to, minor and routine painting, washing walls, cleaning window treatments, washing windows, dusting/polishing furniture, and minor repairs of equipment.
8. Completes facility equipment/amenity set ups and take downs for numerous programs and classes according to daily/weekly and monthly schedules.
9. Assists with opening and closing of the building/facility including opening, closing, and locking doors and windows according to steps outlined in staff manual and written documents.
10. Clears snow and apply ice melting products at facility entrances and sidewalks during and after snow events.
11. Works closely with the Facility Maintenance Supervisor and Recreation Team when scheduling

and completing tasks.

12. Performs all tasks necessary to assure a safe environment at all park district facilities.
13. Available to work weekends, evenings and holidays when assigned.
14. Completes daily, weekly, or monthly checklists of pre-scheduled building and equipment maintenance procedures.
15. Provides maintenance at an intermediate knowledge level in areas such as HVAC, electrical, plumbing and painting related to maintenance involving the repair of buildings and equipment.
16. Assist in the movement of furniture, materials, and equipment as required.
17. Assists with winter shut down and spring start-up of facilities and amenities.
18. Completes work requests in a timely manner. Communicates to requestor on repair timelines.
19. Daily general park clean up, including buildings, outdoor restroom facilities, shelters and playgrounds when assigned.
20. Inspects assigned area on a routine basis and performs maintenance where necessary to keep facility in functioning and serviceable condition. Reports any hazards found during inspections to supervisor that cannot be repaired by them in a timely manner.
21. Installs sinks, toilets, urinals, faucets, drinking fountains and other facility amenities.
22. Perform a variety of building alteration functions to include minor carpentry, plumbing, HVAC, electrical, painting and installation of minor equipment and appliances.
23. Performs electrical repairs and maintenance including changing of ballast and lamps.
24. Performs preventative maintenance procedures at all facility locations including Community Centers, Fitness Centers, Aquatic Centers and outdoor restrooms on HVAC, fitness equipment, or other needed repairs as assigned.
25. Repairs various fixtures and hardware such as doors, windows, minor appliances, office equipment, etc. as assigned.
26. Safe operation and maintenance of vehicles and equipment.
27. Troubleshoot, perform repairs, modifications and maintenance on equipment, fixtures and facility systems.
28. Performs all other duties as assigned and needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Acts as a crew leader of part time and fellow Facility Maintenance I team members when assigned and is responsible for the completion of assigned tasks.
2. Assists in training new staff by demonstrating proper methods and techniques.
3. Monitors and reports the daily progress of part time Facility Maintenance team members.
4. Repairs any unsafe conditions or notifies the supervisor if unable to repair.
5. Assists with carrying out special events and works on call for emergency situations.
6. Obtains training and certifications as required.
7. Completes work orders and tasks in a timely manner. Communicates repair and set-up timelines.
8. Completes logging of daily work in MainTrac.
9. Understands and follows policies, procedures, safety rules and regulations per Park District Manuals.
10. Dresses appropriately in uniform and acts professional at all times.
11. Works cooperatively with supervisor, fellow staff and general public at all times. Must, also, maintain a positive attitude toward all co-workers and participants.
12. Performs preventative maintenance as scheduled and completes minor repairs.
13. Maintains documentation of all inspections and reports.
14. Responds to facility emergencies after normal working hours.

KNOWLEDGE, SKILLS, ABILITIES AND JOB REQUIREMENTS

1. Has an intermediate knowledge of the materials, methods, tools, and equipment used in the field of custodial/facility maintenance including, but not limited to, brooms, brushes, mops, floor buffers, snow

blower, vacuum cleaner, rake, mop, hand tools, hammer, screwdriver.

2. Has the ability to possess the knowledge of the hazards and precautions of the equipment and chemicals used.

3. Possesses the knowledge of the occupational hazards and safety precautions involved in the maintenance of facilities and equipment.

4. Possesses sound problem-solving and conflict resolution skills.

5. Possesses good time management and has a solid attention to detail.

6. Ability to effectively communicate in writing and orally on job progress in overall assignments and responsibilities.

Qualifications

QUALIFICATIONS

Experience/Education: High school graduate or GED as a minimum requirement and certifications in HVAC, Plumbing or Electrical work from an accredited trade school with 3-5 years experience of progressive responsibility in public facility maintenance or a related maintenance field are preferred.

Skills/Competencies: An intermediate knowledge of building maintenance is essential. Must possess the physical ability to lift and carry out assigned duties and effectively present information to customers, clients, and other employees of the Park District. Ability to read, write and comprehend simple instructions, short correspondence, and memos. Must possess basic computer knowledge in MS Office, including Word, Outlook and maintenance related software programs. Employee must have a positive attitude.

Certifications: Must have a valid driver's license. CPR, AED and first aid certification required within 90 days and must be maintained.