



## **Parks Maintenance I**

### **Geneva Park District**

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**Closing Date:**  
**Salary:** 42,000-\$45,000+ DOE

**Description:**

To apply please go to [www.genevaparks.com/about/employment](http://www.genevaparks.com/about/employment)

Board Approved 10/2020

Position:

### **Parks Maintenance Level 1 – Athletic Fields**

**Summary:**

Under the direction of the Superintendent of Parks & Properties & the Assistant Superintendent of Parks, the Parks Maintenance Level 1 (Athletics) shall perform maintenance tasks which focus on the timely care and maintenance of District athletic fields. Additional duties include but are not limited to, improvement of grounds, facilities, buildings, maintenance of operating equipment, and landscaping. This position works a scheduled five-day week during the peak ball field use season of mid-April thru Mid-October. During this time, one of the scheduled work days will be either a Saturday or Sunday. The work week for the remainder of the year is typically Monday thru Friday 7:00 am to 3:30 pm. Overtime may be required.

**Supervisor:**

The Parks Department Maintenance Employees report to the Assistant Superintendent of Parks, Superintendent of Parks and Properties and the Executive Director.

**Qualifications:**

Minimum includes completion of a high school education and knowledge of ball field maintenance activities. Additional knowledge of turf, trees, shrubs, flowers, building maintenance, and equipment operation is preferred.

**Essential Functions:**

**Personnel:**

1. Season long care and daily maintenance of softball and baseball fields, soccer fields, tennis and pickleball courts, disc golf, ice rinks, sand volleyball courts and a skate park.

2. Full-time personnel may be assigned specific work crews consisting of part-time or seasonal employees. The full-time personnel will supervise these work crews. More than one full-time staff member may be assigned to a specific crew.
3. Perform work in general construction, maintenance, repairs, and landscaping.
4. Operate and maintain motorized equipment.
5. Perform custodial maintenance, general maintenance, and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities.
6. Plant & maintain trees.
7. Remain on call for snow removal, repairs and maintenance as deemed necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Attend training opportunities and attain certifications relevant to position.

Physical Requirements:

1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary (mechanical or team-lift).

1. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.
3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.