



## Facility Maintenance Tech II

Vernon Hills Park District

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**Closing Date:**

**Salary:** \$54,000-\$67,000

### Description:

#### SUMMARY

The Facility Maintenance II position is responsible for routine facility functions such as cleanliness, room set-ups, maintenance, safety, sanitation, HVAC mechanical equipment operation, security, and facility appearance. A major job responsibility for this position will be the maintenance, repairs, and improvements of the outdoor aquatics facility. A broad spectrum of hand and power tools will be used in a wide variety of facility and equipment repairs.

#### QUALIFICATIONS

- A high school graduate plus five (5) years' experience in a similar position.
- A valid Illinois State Drivers License (class C) is required, with a safe driving record.
- Five (5) years' experience in the building trades (carpentry, electrical, plumbing, HVAC, and commercial outdoor/indoor aquatics) or other trades as approved by Superintendent of Parks.
- Accredited course work (AHRI) Air Conditioning, Heating and Refrigeration is preferred.
- Certified Pool Operator (CPO) or Aquatic Facility Operators (AFO) certification is required.
- CPR and AED Certification within six months of employment.

#### DUTIES AND RESPONSIBILITIES

##### Essential Job Functions

1. This position's work schedule will be 40 hour per/week with occasional overtime. Sunday-Thursday. 6am-2:30pm May - August. 7am-3:30pm September – April.
2. Complete facility repairs such as carpentry, painting, HVAC preventative maintenance, plumbing, and electric.
3. Assign or complete work orders and sign off as complete and return/communicate with supervisor.
4. In season, daily maintenance of outdoor aquatic facility.
5. Properly monitor and adjust pool chemical requirements for safe aquatic operations, backwash and clean filters.
6. Daily, non-custodial, maintenance of all childcare rooms, meeting rooms, hallways, offices, fitness center, showers, restrooms, locker rooms, kitchen, mechanical room and

entrances.

7. Maintain inventory of all maintenance equipment, tools and supplies.
8. Prepare buildings to meet seasonal requirements such as cleaning gutters, maintaining heating and cooling systems, and shut down/winterize of outdoor aquatic center.
9. Remove snow and ice from sidewalks and entryways and apply snow-melting materials as needed.
10. Assist Parks Department as needed with parking lot snow removal by driving/operating snow plow truck
11. Removal of trash and recycling from in and around the building daily or as necessary.
12. Perform basic grounds clean up as necessary.
13. Assist with special events, daily room set-ups and facility program special needs/set-ups.
14. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee manual.
15. Complete inspections as assigned.
16. Perform facility preventative maintenance duties.
17. Keep organized records of all equipment, repairs, pertinent information, and locations.
18. Responsible for troubleshooting issues at facilities and repairing or contacting contractors.
19. Be alert. Responsible for detecting potential failures in all equipment hardware and furnishings.
20. Actively maintain proper and required certifications and licenses necessary to fulfill job.
21. Develop and maintain effective relationships with internal and external customers through oral and written communications. Respond to internal and external phone calls, e-mails, comments, and suggestions in a timely and professional manner.
22. Assist supervisor with budgetary information and input.
23. Attend staff meetings, participate in trainings, and complete Neogov processes by deadlines.
24. Must be able to perform duties of Facility Maintenance I and Custodial Staff when those staff are absent
25. Assist with Facility Maintenance at Lakeview Fitness.
26. Other duties in the parks department as assigned.

Apply directly at:

<https://www.governmentjobs.com/careers/vhparkdistrict/jobs/4563411/facility-maintenance-technician-ii?pageType=jobOpportunitiesJobs>

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.**