



Park Maintenance 1

Glencoe Park District

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Closing Date:
Salary: \$22/hour

Description:

PARK MAINTENANCE 1

Job Title: Park Maintenance 1
Department: Parks & Facilities Maintenance
Reports To: Park Operations Manager
FLSA Status: Non-Exempt

Summary

Under the supervision of the Park Operations Manager, the Park Maintenance 1 staff shall complete their assigned duties to the best of his/her abilities, offer suggestions of better way to accomplish jobs, and keep in mind the best interests of the Glencoe Park District and of fellow employees.

This is an hourly position and hours will be primarily from 7:00 am to 3:30 pm, with a half-hour break for lunch, Monday through Friday. Weekly schedule may change based on work-related or seasonal needs, which may include nights or weekends as requested. During designated periods when the employee is "on call," it is viewed as essential to the successful performance of the requirements of the positions, that the employee be readily accessible by their assigned work phone. Readily accessible means that the individual performing the duties of the position be able to respond to a request or need for their physical presence at a Glencoe Park District facility within 60 minutes from their place of residence. Compensation will be established based on evaluation, experience, and recommendation of the Director of Parks/Maintenance or Executive Director.

Qualifications

A high school degree/GED is required with one to two years of working experience in grounds maintenance or related field. Must have the following certifications/licenses: Pesticide Operator's License, AED/CPR Certification within six months after hire. Must possess a valid Illinois Class D Driver's License at time of hire. Trade-specific Certification is preferred.

All employees must pass a criminal background check and drug test, which are paid for by the Glencoe Park District.

Required Knowledge

A basic knowledge of grounds maintenance plus knowledge of hand tools, grounds equipment, and operation of trucks and tractors is required. Specialty knowledge, skill and abilities in turf management, plant identification, sports fields, general landscaping, pesticide application or license, trees, or planting preferred.

Required Skills

Need to understand how to work industrial equipment, including: backhoes, front-end loaders, mowers, ball field drags, chainsaws, snow plows, dump trucks, power saws, drills and landscaping equipment. Must have good interpersonal skills and can focus on solving conflicts, listening to others, maintaining a positive attitude and being receptive to constructive feedback. Must exhibit sound and appropriate judgment, support and explain reasoning for decisions

Essential Duties and Responsibilities

Department Administration

- Exhibits versatility, flexibility, and initiative to deal with changing assignments
- Coordinate with Village of Glencoe Public Works staff as required

Personnel Management

- Develops and maintains positive working relationships among all staff
- In the absence of the Park Operations Manager, may provide staff direction to seasonal staff

Project and Contractor Management

- Assists the Park Operations Manager in supervision of outside contractors by reporting on work completed, status of assignments and general oversight.

Records and Reports

- Use computer for inspection-related software, if applicable
- Document inspections as directed
- Responsible for complete records of purchases for maintenance supplies

Safety and Risk Management

- Read, understand and enforce the Park District's "General Safety Rules" and "Safety Policy Statement"
- Actively support established safety program to control and reduce the frequency and severity of accidents
- Review and summarize incidents and reports relating to health, safety, and loss control policies and procedures
- Use provided safety equipment on all jobs as needed
- Observe and report all unsafe practices and conditions that might result in an accident

General/Other

- Perform general landscape and horticultural work as follows: plant and trim trees, shrubs, general grading, operate construction equipment to renovate ball fields, aerate athletic fields, demolish playgrounds, mow and trim fields, grade beaches, install fences and excavate drainage lines
- Perform repairs on playgrounds and general park equipment
- Construct, repair, paint or clean picnic tables, benches, fences, and backstops
- Perform minor repairs on irrigation systems, drinking fountains

- Layout and mark athletic field lines according to appropriate class of play: softball and baseball diamonds, tennis courts and football fields
- Perform general building maintenance including repairing heating system, roofs, doors, windows, minor electrical and plumbing
- Operate plow truck, blowers, tractors, and shovels to remove snow from Park District ice rinks, walks, parking lots, and driveways
- Remove all trash from parks and playground areas
- Make and maintain ice for outdoor rink
- Set up and maintenance of aquatic areas and activities for boating beach, bathing beach, and beach house
- Use restricted pesticides/herbicides in a safe manner per Glencoe Park District policy
- Support the Recreation and Facilities Department by setting up special events, programs, and rooms as directed
- Provide custodial services as directed
- Complete projects to aid in facility maintenance as directed including painting, seasonal preparation, floor replacement, recreation program supply repair

Physical Demands

The considerations described below are representative of those that must be met by an employee performing the essential functions of the position successfully. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk for extended periods of time. Work requires lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Psychological Demands

To be successful, an individual must be customer service-oriented and be able to deal with patrons with various needs. Work has the potential to deal with angry customers.

Work Environment

Work usually takes place in clean, pleasant, and comfortable office conditions. The noise level in the work environment is usually moderate to loud.

Hours

Due to the very nature of park district programming, evening, weekend, and some holiday hours may be expected.

The Executive Director and/or a department head might also direct the employee to perform other assignments not included in this job description. This job description is subject to periodic review and/or revision.

The above statements are intended to describe the general nature and level of work being performed by the park maintenance crew member and are not intended to be a list of all responsibilities, duties, and requirements.