



## **Parks Specialist II - Operations**

### **Skokie Park District**

**Contact Name:** Peter Haben

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**Contact Phone:**

**Closing Date:**

**Salary:** 46,800 - 49,920 DOQ

#### **Description:**

The Parks Specialist II - Operations is responsible for skilled and semi-skilled duties in the maintenance of playgrounds, facilities, and other District areas. May act as a crew leader of general park maintenance crews or as a leader in trades related projects. The employee is under the direct supervision of the Operations Manager, and may be directed in daily tasks by higher staff. The Park Specialist II - Operations, is granted authority for independent action and exercises supervision over assigned full-time and seasonal maintenance personnel.

#### **Essential Duties:**

1. Performs a variety of manual skilled and semi-skilled maintenance tasks including operation of small to heavy equipment, tractors and trucks.
2. May act as a crew leader for all maintenance repair activities and projects at assigned parks and facilities and during special events.
3. Works closely with internal customers to ensure all work requests are done correctly and in a timely manner.
4. Responsible for following appropriate safety guidelines and utilizes standards of performance set forth in the Park Operations Manual for all work.
5. Under the supervision of the Operations and Project Manager, trains, supervises, and monitors work of assigned staff.
6. Inspects assigned parks and reports daily on all work completed. Maintains accurate maintenance records and written work records.
7. Performs preventative maintenance on equipment.
8. Performs rough finished carpentry, painting, locksmith duties, plumbing, electrical and mechanical maintenance work on buildings and facilities.
9. Paints buildings and park facilities and performs cement and masonry work.
10. Installs electrical fixtures such as switches, receptacles, lighting fixtures, and fuse boxes.
11. As assigned, checks and maintains HVAC equipment including heating plants and boilers.
12. Works on a rotational snow removal crew. Duties include plowing, snow blowing, shoveling and salting walkways and parking lots.
13. Maintains inventory and has custody of tools, equipment and supplies.
14. Contacts vendors to obtain quotes and orders parts/supplies.

15. Required to use high lift truck for various maintenance tasks.
16. Must have knowledge on the use of underground line locators.
17. May be assigned to perform playground inspections. Keeps current on all new ASTM Standards for public use playground equipment, keeps playgrounds safe and makes playground equipment repairs to maintain compliance with vendor warranties.
18. Performs playground surface maintenance including placement of wood chips and sand, filling holes, shoveling and raking.
19. Set-up and take-down show mobile and sound system for special events.
20. Construct and install park signage.
21. May be called on to report to work on an on-call basis for emergencies or as needed.
22. Performs other tasks as assigned.

**Qualifications:**

**Education:** High School diploma or equivalent (GED) and additional certification or training in trades.

**Experience:** Three years parks, facility, or maintenance experience. Carpentry and painting experience preferred.

**Certifications:** Must possess a valid Illinois Drivers' License and be able to obtain a Class "B" CDL License within six (6) months of employment. May be required to obtain a C.P.S.I. (Certified Playground Safety Inspector) Certification within twelve (12) months of employment. Certified Pool Operator (CPO) certificate preferred. Must be able to obtain and keep current CPR and AED certifications.

**In exchange for your talent we offer competitive benefits including:**

- BCBSIL Health Insurance (PPO and HMO Options Available)
- Dental Insurance
- Vision Insurance
- Life Insurance (Paid for by the Park District up to 2.5x your annual salary)
- Pension Plan (IMRF)
- Short Term Disability (IMRF)
- Employee Assistance Program
- Paid Time Off (Vacation, Personal, Holiday, Sick)
- Paid Parental Leave
- Facility Usage Benefits (gym membership, golf memberships, program discounts, etc.)

To apply, please submit your resume and application

here: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=81832&clientkey=F5399E13078DE94BE9A1121375B92420>

*The Skokie Park District is an Equal Opportunity Employer.*