



Special Projects I

Des Plaines Park District

Contact Name: Nicole Dale

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Closing Date:

Salary: \$21.00

Description:

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION:

Job Title: Special Projects I

Grade: V - \$21.00/ hour

FLSA: Non-Exempt

Department: Parks

SUPERVISORY RELATIONSHIPS:

Reports to: Special Projects Supervisor

Supervises: Part-time employees as required or instructed

BASIC FUNCTION: Construct, install, repair and maintain Park District facilities under direct supervision of the Special Projects Supervisor. Responsible to supervise project completion at job sites.

SCHEDULE: Monday-Friday, 7:00-3:30pm

ESSENTIAL DUTIES:

1. Construct, install, repair and maintain and inspect playgrounds.
2. Construct and maintain athletic fields amenities.
3. Perform emergency and vandalism repairs at all facilities.
4. Construct, installs facility up-grades and renovations at all Park District facilities.
5. Perform snow removal at all Park District facilities.
6. Perform support services at Park District and Community events.
7. Organize projects and work activities on a daily basis as directed by Special Projects Supervisor.
8. Inspect work of others in the field and train staff as necessary.

OTHER DUTIES:

1. Responsible to recommend repairs, improvements and equipment to purchase.
2. May be required to perform overtime work as requested or required.

3. Attend related training to expand skills and knowledge
4. Assist patrons with providing information as requested.
5. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals
6. Perform additional duties as assigned.
7. Member of a Park District committee as assigned.
8. Participate in Fall Fest in September working hours as assigned.

POSITION QUALIFICATIONS:

Education: Six months commercial, vocational or other specialized training beyond high school graduation or completion of GED.

Experience: Three years related experience.

Certifications: Certified Playground Inspector/Installer within 6 months of hire. CPR and First Aid Certified, *Classes available through Park District upon hire.* Valid Illinois Driver's License.

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

To apply, please visit dpparks.org/jobs