



## **Parks Maintenance Level II**

### **Bartlett Park District**

**Contact Name:** Catalina Rodelo

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**Closing Date:**

**Salary:** \$20.00 - \$23.00 per hour, DOQ

#### **Description:**

##### **ABOUT US**

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 45 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, two gymnasiums, and more.

**The District is recruiting qualified and hardworking individuals to fill Full-Time Level II Positions in our Parks Department. Primary duties and qualifications for the positions will vary slightly based upon experience, but will include maintaining the grounds at all District parks and facilities. Schedule, pay, and benefits offered will be the same for all positions.**

##### **JOB SUMMARY**

The Maintenance Level II – Grounds employee must be sufficiently skilled to perform a wide variety of maintenance tasks without supervision. Must be able to supervise some part-time and seasonal staff. This is an at-will position.

##### **PRIMARY DUTIES**

- Mowing and trimming of District parks, golf course, and other turf areas weekly during the growing season using tractors, hand mowers and trimmers.
- Responsible for landscape maintenance at all parks including trees, shrubs, & landscape beds.
- Assist in layout, striping, and maintaining soccer, softball, football and baseball fields.
- Establish and maintain newly-installed turf and schedule fertilizing and spraying of turf.
- Repair damaged recreational items in field such as tennis court nets, basketball courts, soccer goals, playground equipment, and shelters.
- Perform preventative maintenance on equipment such as checking fuel levels, cleaning and inspections, greasing, etc.
- Ability to repair and preform preventative maintenance to playground equipment.
- Garbage removal from District parks.
- Assist in special event set-ups, operations, and clean-up as required.

- Ability to operate production mowers, tractors, skid loaders, truck & trailer, and various hand tools.
- Assist in general construction, such as fencing, concrete/asphalt patching, irrigation systems, and sign installation.
- Snow removal from parking lots, sidewalks and throughout the District-plow and, snowblower, and shovel.
- Maintain inventory of and utilize Park District provided PPE while performing tasks.
- Maintain CPR/AED certification, paid by the Park District.
- Observe and follow all Park District safety policies and regulations. The safety of team members and participants is a continuing responsibility of all employees.
- Gain knowledge and understanding of Park District policies and procedures and see that they are adhered to at all times.
- Attend District-wide trainings, crisis trainings and staff trainings as directed.
- Perform other duties as assigned.

### **QUALIFICATIONS**

- High School graduate or equivalent.
- Must be at least 18 years of age or older.
- Must have a minimum of 2 years' experience in park maintenance or related field.
- Must be able to obtain an Illinois Pesticide Operator's License within 1 year of hire and have prior experience in parks maintenance.
- Must have a valid Driver's License and be able to provide own transportation.

### **SCHEDULE & PAY**

This is a Full-Time, FLSA Non-Exempt position. Hours are Monday-Friday, 7:00AM – 3:30PM (40 hours per week with nights and weekends as needed, including an on-call schedule). Hiring Range is \$20.00 - \$23.00 per hour, DOQ.

### **BENEFITS OFFERED**

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary).
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

**Positions will remain open until filled. Interested and qualified applicants are encouraged to apply as we will conduct a rolling interview process. Apply online at the District's website: [www.bartlettparks.org](http://www.bartlettparks.org). Bartlett Park District is an Equal Opportunity Employer.**