



Facility Trades Specialist I

Glencoe Park District

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Closing Date:

Salary: \$50,000-\$53,500

Description:

Job Summary:

Under the direction and supervision of the Assistant Director of Parks and Maintenance, the Facility Trades Specialist I is responsible for completing assigned construction trade type maintenance tasks including; HVAC routine maintenance, light electrical work, painting, plumbing, special event setup, equipment maintenance, purchasing, snow removal. In addition to facilities specific trade work, the Facilities Trades Specialist shall work closely with the parks maintenance staff to plan and execute the seasonal preparations necessary at Weinberg Family Recreation Center and the Glencoe Beach. The Facilities Trade Specialist will take a leadership role in ensuring facility cleanliness and preparedness at all Park District facilities. Regular duties will include custodial and program room setup based on seasonal workload. Additional duties may be assigned by the Assistant Director of Parks & Maintenance.

Qualifications:

- Minimum of 2 years in municipal or related trade work
- High School Diploma or GED required or any equivalent of technical school degree or work experience in a related trade and training which provides the required knowledge, skills and abilities.
- CPR/AED/First Aid Certification required or must be obtained within six months of employment
- Valid Driver's License
- EPA Card within 1 year of hire
- Forklift Operator Certificate within 1 year of hire

Required Knowledge:

Must Possess a strong and diverse knowledge of parks and facilities maintenance such as but not limited to HVAC, routine maintenance/troubleshooting of various building mechanicals such as sump/ejector pumps, AHU's, RTU's, boilers both domestic and heat, motor/belt replacement, light ballast replacement, painting.

Required Skills:

Demonstrated competencies within multiple trade disciplines such as; plumbing, electric, equipment operation, concrete install/removal, HVAC repair, landscaping, carpentry, commercial painting, basic locksmith skills. Experience with Ice Arena operations and maintenance is preferred.

Essential Duties and Responsibilities:

Department Administration

- Exhibits versatility, flexibility, and initiative to deal with changing
- Assist with the oversight of routine maintenance visits from outside contractors.

Personnel Management

- Develops and maintains positive working relationships among all

Project & Contractor Management

- In the absence of the Assistant Director of Parks and Maintenance, this position may be asked to provide direction to staff and or contractors.

Records and Reports

- Keep necessary records as required and submits them to Assistant Director of Parks/Maintenance when Records include but are not limited to Boiler Inspections, Monthly Facility Inspections, Daily Security Inspections.
- Use computer for word processing, email communications, and facility related software if applicable.

Financial Management

- Responsible for complete records of purchases for maintenance supplies.
- Engages in competitive pricing to procure equipment and supplies.

Safety and Risk Management

- Read, understand, and enforce the Park District's "Safety Manual" 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.
- Must be comfortable working at heights/roofs, on mechanical lifts and adjacent to deep water.
- Use provided safety equipment on all jobs as needed.
- Observe and report all unsafe practices and conditions that might result in an accident.

Demonstrated Capabilities

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals, financial reports, legal documents, and governmental regulations. Ability to write reports, business correspondence. Ability to effectively present information and respond to questions from groups, co-workers, clients, customers, and the general public

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts such as, fractions, percentages, ratios and proportions to practical situations.

Reasoning Skills:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Knowledge and proficiency in use of internet software and word processing software required to perform job successfully. Ability to operate Takiff Center automated building heating/cooling software.

Interpersonal Skills:

Must possess good interpersonal skills; have ability to manage difficult or emotional customer and staff situations and have ability to balance team and individual responsibilities, exhibit objectivity, give and welcome feedback, and build and maintain positive staff morale

Problem Solving Skills:

Ability to identify, analyze, develop alternatives and implement appropriate solutions to problems

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.

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:

While performing the duties of this position, the individual is frequently exposed to outside weather conditions. Works adjacent to deep water. Potential exposure to hazardous chemicals, open electric panels, trenching operations, airborne particulates, welding arcs and high decibel construction equipment. This position may work at elevated heights or perform confined space entry.

Hours:

A normal workday will be from 7:00am to 3:30pm, Monday - Friday, with a half hour for lunch. Due to the very nature of Park District programming, evening, weekend, and some holiday hours are to be expected, and it is likely that the work week may exceed 40 hours. This position is also required to work the 4th of July.

Glencoe Park District is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.