



Facilities Specialist II

Elmhurst Park District

Contact Name: Ruben Martinez

Contact E-mail: rmartinez@epd.org

Contact Phone: 630-993-8941

Closing Date:

Salary: \$45,516/year

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/230>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **full-time** job opportunity as **FACILITIES SPECIALIST III**! Our Facilities Specialist team plays an important role in maintaining safe and clean District facilities!

WHAT YOU'LL DO: As Facilities Specialist II, you'll maintain, repair, renovate and construct parks, buildings, and facilities. Responsibilities include but are not limited to:

- Manage, update, and maintain departmental software application.
- Operate District vehicles safely.
- Identify and notify supervisor of hazardous/suspicious activities and damage in the parks.
- Provide snow and ice removal from parking lots, sidewalks, and pathways.
- Perform maintenance, painting, carpentry and general repairs to District buildings and pools.
- Maintain park, playground and facility cleanliness as assigned.
- Assist with opening and shut down of pools, and the Hub sprayground, mini golf, and batting cages.
- Perform basic electrical repairs, replace fixtures, and change lights, switches and receptacles.
- Perform basic plumbing repairs on faucets, toilets & urinals.
- Perform general site inspections, complete repairs and generate work orders if necessary.
- Inspect, maintain and repair play area components.
- Perform District audits on new playground and update audit forms as needed.

WHAT YOU'LL BRING:

- High school or trade school diploma or equivalent with 2 years experience in facility maintenance
- Valid Illinois driver's license

- Must have Certified Playground Safety Inspector (CPSI) or ability to obtain CPSI certification within 6 months of employment.
- Knowledge of facility maintenance practices and understanding of building trades
- Ability to operate a variety of power tools and heavy equipment
- Knowledge of OSHA requirements

WHEN YOU'LL WORK: Monday-Friday from 6:30am to 3:00pm (40-hours/week). Some weekends pending on business needs.

WHAT YOU'LL GET: This position is classified under Pay Grade 2, with a salary range of \$45,516 to \$63,723. For internal equity and budgetary considerations, the anticipated starting pay for this non-exempt position is \$45,516/year.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)