



FT Park Maintenance 2- Landscape

Glen Ellyn Park District

Contact Name: Scott Norman

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Closing Date:

Salary: \$22.25 - \$26.00/hr. DOQ

Description:

If you enjoy working outdoors and performing landscaping and other grounds maintenance to keep our parks and facilities looking their best, then we have a great opportunity for you. In addition to performing various maintenance tasks, you'll be supporting our recreation programs and events that serve our local community. We are working together to enhance our green spaces so everyone can enjoy the great outdoors in a variety of ways! Come join our team, build and enhance your various skills and talents, and enjoy the many benefits of working at a park district.

JOB SUMMARY:

The Park Maintenance 2 position is a more skilled position requiring a Class C Driver's License and an IL Pesticide License. Under the direction and supervision of the Superintendent of Park & Facility Operations or Foreman, the primary responsibilities will be maintaining and enhancing the overall appearance of the District's landscaping beds and grounds to provide safe and attractive parks, playgrounds, and other areas throughout the Park District. General landscape work includes planting, watering, and weeding of flower beds, mulching landscape beds and tree rings, health and care of plant materials, and assisting with trimming trees/shrubs and the removal of invasive species. While the primary focus will be landscaping, additional support will be needed in other areas such as forestry, trail maintenance, athletics, natural areas, etc. Other duties may include but are not limited to performing general maintenance (mowing, trimming, edging, etc.) as well as turf maintenance to include pesticide application, irrigation, athletic field mapping, prep and set-up; special event set-up/take-down; project work and repairs to park elements, playground equipment, etc., performing inspections and preventative maintenance, snow removal, trash collection, and other duties as assigned. Individual must be able to work well independently with little supervision and as a team member on a crew. Additionally, at this level, this position may be supervising or directing the work of other employees as assigned. Will be required to be On-Call and respond as needed based on the annual schedule. This is an at-will position.

Hours: Monday – Friday 7:00am – 3:30 pm, occasional weekend and special events required. Approximately 40 hours per week with some overtime possible.

EDUCATION, EXPERIENCE, AND TRAINING:

- The ideal candidate will be reliable, self-motivated, energetic and creative with a strong sense of safety.
- A high school diploma or equivalent is required.
- A valid IL Class C Driver's License is required and must be maintained along with a safe driving record.
- Familiarity with the Glen Ellyn area is preferred.
- Previous landscaping and/or grounds maintenance experience with an IL Pesticide Operator's License is required.
- Knowledge of and the ability to identify native plants, shrubs, and trees as well as invasives is highly desired.
- Skilled knowledge in the use of hand and power tools as well as gasoline and electric powered equipment is required.
- Effective organizational skills, attention to detail, and the ability to shift tasks are essential.
- Proficient computer skills including MS Office (Outlook, Excel, and Word) and Internet search abilities necessary to perform job duties.
- Previous experience utilizing a work order system is preferred.
- Must be in good physical condition to perform manual labor, stand and walk for extended periods of time, and have manual dexterity and sufficient strength to lift and/or move 50 pounds or more on a regular basis.
- Ability to read, interpret, and utilize technical manuals, drawings/diagrams, and technical instructions as needed to perform job duties.
- Possess good problem-solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Able to work independently and as part of a team is essential.
- Ability to read, understand, and communicate in English both verbally and in writing.
- Able to effectively communicate with supervisors and other staff as well as the public and provide quality customer service.
- Possess strong safety awareness and utilize sound judgment in all aspects of this position.
- Ability to work outside in various weather conditions including extreme heat, humidity, cold, wind, and snow.
- Available to work a flexible schedule including evenings and weekends to maintain operations, support special events, etc.
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire.
- Candidate must pass a post-offer, background check and pre-employment physical with drug screen.

BENEFITS INCLUDE:

- Medical (HMO or PPO option), dental, vision, and prescription coverage following 30 days of employment. Employee contribution for HMO is 8% and PPO is 13% and the District pays for the remainder.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account with Medical and Dependent Care pre-tax payroll deductions.
- Paid Time Off - including vacation, sick, nine holidays and 4 floating holidays.
- Employer Paid Life Insurance with additional voluntary options as well.
- Four weeks paid Family Care Leave following one year of FT employment.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional development opportunities and Tuition Reimbursement Program following one year of employment.

- Refer a friend that is hired, and both receive \$50 after 30 days of employment in good standing!
- Recognition Incentives throughout the year and potential for year-end bonus.
- Build and expand skills, make new friends, enjoy the outdoors, and give back to the community!

To apply please visit: <https://gepark.bamboohr.com/careers/124?source=aWQ9Mjl%3D>

Please include a resume and cover letter. For questions contact: Scott Norman at snorman@gepark.org.

The Glen Ellyn Park District is a local governmental agency serving all residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to “foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities and open space which will enhance the quality of life into the future.” We welcome you to apply to become a part of our great TEAM!