



## **Parks Maintenance II**

### Woodridge Park District

**Contact Name:** Connie Curry

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**Closing Date:**

**Salary:** \$45,000-67,500 Depending on Qualifications

#### **Description:**

Do you love to work in a great community? Then the Woodridge Park District located in Woodridge, Illinois is for you! We have an opening for full-time Maintenance Level 2 for our Parks department. As a five time Illinois Distinguished & Accredited Agency Award recipient, the Woodridge Park District serves approximately 35,500 residents with over 690 acres of parks and sites offering over 1,000 programs each year.

Maintenance - Level 2 staff are responsible for performing general maintenance for the Park District. General maintenance consists of but is not limited to, the care and repair of landscaping, turf, trees, shrubs, perennials, natural areas, (including woodlands, ponds, wetlands, prairies), buildings, pathways, parking lots, bridges, signage, vehicles, and equipment. Maintenance - Level 2 staff will also assist the Superintendent of Parks with implementation of major maintenance/construction projects. Targeted hiring range for this position is **\$21.63-\$27.04** offers will be made based on relevant experience.

#### **Essential Duties**

- Operate assigned Park District vehicles and motorized equipment.
- Operate equipment including but not limited to mowers (comparable to a 580 Toro mower), weed eaters, power washers, blowers and other miscellaneous power equipment as directed.
- Perform general horticultural practice of plant material in include maintenance, installation and removal.
- Operate tractors and riding/walk-behind mowers to mow and trim turf.
- Perform general maintenance functions as assigned for parks, buildings, facilities, and park site furnishings/equipment.
- Oversee part-time seasonal workers and special work crews as assigned.
- Generate new ideas to improve maintenance operational efficiencies, reduce maintenance costs, improve safety and improve access to parks and recreation services.
- Develop and exercises safe work habits to prevent injuries and conserve material resources.
- Work as a team player with co-workers and in conjunction with other departments.

- Visually inspect and remove all safety hazards, garbage and refuse materials from parks and playgrounds, regardless of assigned task. If unable to do so, immediately notify supervisor of conditions.
- Obey the practical safety rules, regulations, and procedures established by the loss control program that is pertinent to the activities conducted by the department.
- Wear required personal protective equipment (ear plugs, safety glasses, gloves, etc.).
- Assist in the setting up, operation and taking down and other maintenance duties of special events.
- Promptly report all accidents and injuries occurring within the course of employment, no matter how minor to the supervisor.
- Promptly report all unsafe actions, practices, or conditions observed to the supervisor.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following.

- Basic understanding of tools, turf, and equipment maintenance.
- Ability to administer all functions of park operations as required by the Director of Parks, Planning & Development, Superintendent of Parks and Operations and the Maintenance Supervisor.
- Basic skills in electric, carpentry, and plumbing.
- Knowledge of and the ability to maintain and care for turf, trees, buildings (interior & exterior components/systems), vehicles, equipment, and the repair of same.
- Knowledge of construction techniques including: plumbing, carpentry, electricity and the ability to use this in implementation and supervision of construction projects.
- Ability to follow directions and once a job is assigned and the ability to work with limited daily supervision.
- Strong leadership skills and the ability to oversee seasonal part-time department employees.
- Ability to operate heavy equipment including, but not limited to: tractors, end loaders, backhoe, and large mowers.
- Ability to observe, rectify and/or report safety hazards.
- Ability to interact positively and effectively with residents, cooperating agencies, and Park District employees.
- Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.
- Ability to utilize smart phones and computers daily to update task assignments as well as respond to outlook emails and calendar invites.
- Willingness and Ability to consistently perform rotational on-call shift with other full-time maintenance staff as well as on assigned snow team.
- Willingness and ability to volunteer for paid overtime shifts as additional planned maintenance needs arise.

## **Education & Training**

- - Minimum of a high school degree or equivalent required. Certificates, Licenses, Registrations
  - Obtain and maintain a Combination State of Illinois Commercial Driver's License (CDL) Class A License within 6 months of hire.
  - Obtain and maintain a State of Illinois Pesticide Operator's License within 12 months of hire.
  - Obtain and maintain a PDRMA playground safety certification within 12 months of hire.
  - Obtain and maintain first-aid certification.
  - Obtain and maintain adult CPR/AED certification.