



Building Maintenance Technician

Glencoe Park District

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Closing Date:

Salary: \$24/hr DOQ

Description:

Job Summary:

Under the direction and supervision of the Assistant Director of Parks and Maintenance, the Building Maintenance Technician is responsible for completing assigned tasks, including, light electrical work, painting, plumbing, special event setup, equipment maintenance, and snow removal.

In addition to facilities-specific work, the Building Maintenance Technician shall work closely with the parks maintenance staff to plan and execute the seasonal preparations necessary at Weinberg Family Recreation Center and Glencoe Beach.

The Building Maintenance Technician will ensure 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:

- Must be at least 18 years old or older.
- Minimum of 2 years in municipal maintenance or related work.
- A High School Diploma or GED is required, or any equivalent of a technical school degree or work experience in a related field and training that provides the required knowledge, skills, and abilities.
- CPR/AED/First Aid Certification must be obtained within six months of hire.
- Valid driver's license.
- Must obtain Forklift Operator Certificate within 1 year of hire.
- All full-time employees must pass a criminal background check, a drug test, and physical exam, which is covered by the Glencoe Park District.

Preferred Knowledge:

It is preferred that a candidate have a strong and diverse knowledge of parks and facilities maintenance, including--but not limited to-- routine maintenance/ troubleshooting of various building mechanicals, such as sump/ejector pumps, HVAC systems, small motor maintenance, light ballast replacement, floor care, and general painting.

Required Skills:

Demonstrated competencies within multiple disciplines such as basic plumbing, basic electric, basic carpentry, use of hand and power tools, general painting, and basic locksmith skills. Experience with Ice Arena operations and maintenance is preferred but not required.

Essential Duties and Responsibilities:

Department Administration

- Exhibits versatility, flexibility, and initiative to deal with changing assignments.
- Monitor and track maintenance requests and project progress to ensure timely updates, resolution, and adherence to established timelines.

Personnel Management

- Develops and maintains positive working relationships among all staff.

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 and submit them to the Assistant Director of Parks and Maintenance when requested. Records include, but are not limited to, Boiler Inspections, Monthly Facility Inspections, and Daily Security Inspections.
- If applicable, use a computer for word processing, email communications, and facility-related software.

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 programs 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.
- Written communication skills for the purposes of inspection forms, work order and emails correspondences.
- Ability to effectively communicate with 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.

- Calculate figures and amounts such as percentages, area, circumference, and volume— the 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 technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

Computer Skills:

- To perform the job successfully, the candidate must have knowledge and proficiency in the use of internet and word processing software, as well as the ability to operate Takiff Center's automated building heating/cooling software.

Interpersonal Skills:

- Must have strong people skills, handle challenging situations calmly, work well both independently and in a team, stay fair and objective, give and receive feedback, and help maintain a positive work environment.

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 to successfully perform the essential functions of the position. Reasonable accommodation may be made to enable an individual with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk for extended periods. Work requires lifting a maximum of 75 pounds, with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Hours:

A standard work schedule will be from 7:00 a.m. to 3:30 p.m., 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 on the 4th of July.

Pay Scale:

This is a Full-Time, exempt position. The intended hiring pay for this position is \$24 per hour, with a full pay scale ranging from \$22 per hour to \$33 per hour.

Final compensation will be determined in good faith based on an evaluation of the candidate's qualifications, experience, and the recommendation of the Assistant Director of Parks and Maintenance or the Executive Director.

Benefits:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and personal time)
- Paid Family Leave

- Tuition Reimbursement
- Park District Membership, Program and Rental Discounts

**To review the full job description, please contact the hiring manager.*

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.