



## **Parks Laborer**

### Wilmette Park District

**Contact Name:** Carol Heafey  
**Contact E-mail:** cheafey@wilpark.org  
**Contact Phone:** 847-256-9692  
**Closing Date:**  
**Salary:** \$42,497 - \$59,372

#### **Description:**

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits. This a full-time, hourly, non-exempt position.

**Benefit Summary Link:** <https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

**JOB SUMMARY:** The Parks Laborer will be responsible for performing general labor in the maintenance, repair and construction of the parks in order to maintain and improve the appearance and quality of the park system.

#### **SUPERVISORY RESPONSIBILITIES:**

- None

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operate heavy equipment, trucks, tractors and landscaping equipment
- Plant and maintain landscaping
- Install, repair and paint athletic structures such as fields, goals fences etc.
- Assist with the installation and maintenance of playgrounds
- Write reports including but not limited to inspections forms in a timely fashion
- Apply pesticides
- Remove snow from sidewalks, driveways and parking lots
- Perform preventative maintenance on small engine equipment
- Assist others as needed
- Actively contribute to the Park District's sustainability goals
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities
- Perform other related duties as assigned, based on agency needs

#### **SAFETY RESPONSIBILITIES:**

- Actively support the safety program that will effectively control and reduce accidents
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor or Human Resources/Risk Management division
- Attend and participate in required safety training
- Report all accident and incident reports that occur under area of responsibility to immediate supervisor or Parks Foreperson

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma or G.E.D.
- No Previous work experience
- Must have basic knowledge of Microsoft software suite to assist in completing inspections and reports

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must hold a valid Class D driver's license
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District
- Illinois Pesticide Operators License or ability to obtain within one year
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years

### **REQUIRED EQUIPMENT AND PROTECTIVE CLOTHING:**

Micro shield, protective gloves for emergencies, nitrile gloves, safety goggles/glasses, earplugs, ear covers, safety shoes, leather type work boot, face shield, hard hat, and chaps (chainsaw safety pants) when applicable

### **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; push, pull, carry, and repeatedly stoop, kneel, crouch, or crawl.
- The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus

- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration
- The employee occasionally works in high precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock
- The noise level of the work environment is usually moderate to loud
- General work area is outdoors in varied weather and temperatures

**HOURS:**

- Normal working hours are Monday through Friday, 7 am to 3:30 pm, hours are adjusted based on the season, extra hours are required at various times
- General hours of duty will be approved by the Parks Foreperson and Superintendent of Parks and Planning

Apply online at: <https://wilmettepark.org/employment/>