



## **Park Maintenance I**

### **Park District of Highland Park**

**Contact Name:** Katie Knox  
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**Closing Date:**  
**Salary:** \$23.73 per hour flat rate

#### **Description:**

##### **Job Summary**

The objective of the Park Maintenance I position is to be in a support role to a system of public park and recreational site planning, construction and management. Under the direction and supervision of the Park Maintenance Crew Leader and responsible to the Park Operations Manager and the Director of Parks and Planning, the Park Maintenance I crew will undertake and be responsible for the completion of routine and special projects as assigned. He/she shall complete his/her assignments to the best of his/her abilities, offer suggestions to improve job efficiency and quality and keep in mind the best interests of the District and fellow employees.

#### **Essential Job Duties**

##### ***Driving:***

- On and off-road driving/operation of park district trucks of various sizes and license requirements. Snow removal from all designated parking lots, sidewalks, roads, driveways and pedestrian paths.

##### ***Landscaping:***

- Mowing park district turf using walk-behind and riding equipment.
- Turf maintenance - fertilizing.
- Turf maintenance - seeding, sodding, aerating.
- Weed management including hand, mechanical and chemical control methods.
- Planting trees, shrubs and other landscape material.
- Trimming trees and shrubs using hand tools, power equipment and lift equipment.
- Horticulture and natural areas management including; propagation, seed collection, vegetation removal, controlled burning.

##### ***Facilities/Parks:***

- Measuring out and painting lines on sports fields.
- Construction, repair and painting of park and playground equipment.
- Assist in all phases of seasonal facility preparation and closing.
- Removing all garbage and refuse materials from parks and playgrounds.
- Inspect, repair, construct, and clean all park amenities.

**Other:**

- Communicate matters of departmental interest or importance to the Park Operations Manager in a timely manner.

**Marginal Functions:**

## Driving/Roads

- General asphalt repair: asphalt patching and striping.
- General road repair: gravel road and parking lot maintenance.
- Operation of light and heavy mechanical construction equipment.

## Facilities/Parks:

- Making and maintaining ice rinks.
- Custodial work, including cleaning of kitchens, locker rooms, toilets and rest room areas.
- Painting and finishing for various indoor and outdoor projects.

## Other

- Maintenance of machinery and hand tools.
- Attend seminars and workshops to provide professional growth.
- Customer service; including addressing patron concerns.

**Supervisory Responsibilities**

May provide direction to seasonal and part-time employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training seasonal employees and providing input on their performance appraisals.

**Education and Experience**

The Park Maintenance I employee must be, at minimum, a high school graduate or equivalent and be able to perform routine maintenance tasks of a semi-skilled nature. The employee should have the ability to learn new tasks.

The employee should have some mechanical aptitude or knowledge in the use of grounds equipment, including, but not limited to, tractors, loaders, trucks, hand-operated pesticide applications equipment, lift trucks and wood chippers, power and hand tools.

Further, the employee must be able to perform heavy manual labor when required.

**Certificated, Licenses, Registration**

American Red Cross CPR/AED Certification

Valid driver's license preferred

**Physical Requirements**

The physical requirements 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 of the job. While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to climb or balance; reach with hands and arms; use hands to finger, handle or feel; stoop, kneel, crouch or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

**Working Conditions**

The physical environment requires the employee to regularly work in outside weather conditions to be exposed to hot and humid weather, wet conditions, and cold temperatures. The employee is

frequently exposed to moving mechanical parts, fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is occasionally loud.

**Schedule:** Tuesday - Saturday, 40 hours per week

**Wage Range:** \$23.73 per hour flat rate

**Classification:** Full-time, Non-exempt

**Benefits:** The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Eight (8) Paid Federal Holidays
- Paid Vacation
- Two (2) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet Sports, and Ice Skating.

***The Park District of Highland Park is an equal opportunity employer.***