



Trades Crew Leader

Northbrook Park District

Contact Name: Randy Truhlar
Contact E-mail: rtruhlar@nbparks.org
Contact Phone: 847-291-2993
Closing Date:
Salary: 30.00-37.40 Per Hour (DOQ)

Description:

JOB STATUS: Full time
DIVISION: Parks and Properties
FSLA STATUS: Non-Exempt
JOB LOCATION: Parks Maintenance Building

Join our amazing team as a Trades Crew Leader! This position performs skilled maintenance, repair and construction work. Performs routine building maintenance, painting and equipment use and repair, with a specialty in at least one trade area: HVAC maintenance and repair, electrical, plumbing, and carpentry. Performs general semi-skilled trade-related tasks as assigned. May be asked to work flexible schedules, including evenings, weekends, early mornings, and overtime as necessary. Provides guidance and coaching to the trades crew, including full-time and seasonal crew members, while leading the crew through daily tasks and performing work alongside the crew.

Compensation & Hours:

\$30.00-\$37.40 Per Hour (DOQ)
This is a full-time Union, Non-exempt position, Monday – Friday 6:00 AM-2:00 PM

Benefits

- Medical, Dental, and Vision Insurance
- Life Insurance
- Defined Pension IMRF (Retirement, Disability, Life)
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

To view job description, [click here](#).

Essential Job Duties

- With guidance from the Trades Manager, lead the day-to-day task assignment and oversee the trades crew members. Keeps the Trades Manager informed of crew task completion and seeks guidance for issues that arise.
- In conjunction with the Trades Manager, provide guidance and coaching to new staff
- Assists in monitoring all Building Automation Systems, Lighting controls & asset management software.
- Perform various building alteration functions, including carpentry, plumbing, painting, and installation of minor equipment and appliances.
- Install, maintain, and repair mechanical and electrical systems at district facilities and varied equipment; install conduits, wires, pull boxes, and switches required to add, extend, or alter electrical systems; and provide preventative maintenance on district mechanical equipment.
- Repair or replace defective parts in motors, generators, pumps, storage batteries, controllers, contactors, switches, and other electrical fixtures and appliances.
- Test and repair electrical troubles in electrical circuits and equipment; conduct inspections for preventative maintenance.
- Perform general service maintenance and repairs of building lighting, power, heating, cooling and communications systems; clean and replace filters; oil and grease parts.
- Repair and maintain component parts of air conditioning, refrigeration, and ventilating systems in various buildings; services refrigeration, air conditioning, and heating units by repairing or replacing and adjusting worn or broken parts on condensers, compressors and water and vacuum pumps; tests refrigeration equipment for leaks; repairs or adjusts valves, pipes connections, fittings, and couplings; removes and install motors, thermostats, and humidistat; adjusts pressure, solenoid, and expansion valves; adds gas to refrigeration unit; checks gauges and makes inspections for preventative maintenance; changes and washes oil cleaners and air filters.
- Install and repair playground equipment; fences, retaining walls.
- Conduct lighting, HVAC, and facility inspections.
- Assist in installing cooling and heating systems and related equipment and components.
- Operate trucks and other equipment for the removal of snow from parking lots and walkways.
- Assist in planning for purchases or replacement costs for mechanical systems and reviewing plans and specifications for proposed improvements.
- Purchase and keep inventory of parts or supplies needed for maintenance and repair projects based on district purchasing procedures.
- Report any work-related or patron injuries or incidents to the supervisor; report unsafe conditions to the supervisor and correct if appropriate; complete incident/accident report forms as needed.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

Qualifications

Completion of four (4) years of high school, attainment of a GED or graduation from a vocational school, including or supplemented by considerable experience (minimum of 4 years) in area of expertise or in a selected trade (HVAC, electrical, plumbing, carpentry) or two (2) years of an

associates program or apprenticeship in electrical, plumbing and HVAC work and two (2) years' experience in a minimum of two of the following areas: electrical repair/maintenance, heating, ventilation and air conditioning, carpentry, mechanical repair, plumbing, masonry/concrete; or any equivalent combination of training and experience which provides the following knowledge, ability and skills.

Skills & Abilities

- Perform general maintenance and repair of building support systems, heating and cooling systems and electrical systems
- Troubleshoot and repair HVAC-related electrical components (motors, starters)
- Troubleshoot and repair defects in refrigeration, air conditioning, heating, or related equipment
- Perform building alteration functions involving carpentry, painting, and masonry work
- Utilize the work order system to track and complete tasks
- Perform building alteration functions involving carpentry and painting
- Communicate effectively both orally and in writing
- Possession of a valid Illinois Driver's License
- Pass the pulmonary functioning test and respirator fit test annually

Knowledge

- Building systems and components
- Standard practices, tools, materials, and equipment of the selected trade
- Local and state electrical and building codes
- Principles, practices, tools, materials, and equipment of refrigeration, air conditioning, and/or heating equipment operation, maintenance and repair
- General maintenance and repair

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 accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. Frequently required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock.
- Frequently lift and/or move up to more than 50 pounds; an employee is allowed and encouraged to use mechanical or manual assistance for lifting above 40 lbs., a guideline.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment.

To apply, please complete a job application at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=328622&clientkey=67B866E5D5826D220B21556ED8110EDB>

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer