



Facilities Maintenance II - Electrical

Park District of Highland Park

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Closing Date:

Salary: \$30.05 - \$36.06 per hour

Description:

Job Summary: Under the direction and supervision of the Facilities Maintenance Manager, the Facilities Maintenance II- Electrical position is responsible for inspecting, maintaining, troubleshooting and repairing electrical systems and will undertake and be responsible for the completion of routine and special projects as assigned. They shall complete their assignments to the best of their abilities, offer suggestions to improve job efficiency and quality, and keep in mind the best interests of the District and of fellow employees.

Supervisory Responsibilities: Based on project requirements, may instruct part-time or full-time maintenance staff as assigned. Will work in a cooperative manner with the managers and technicians of facilities as well as the Facilities and Parks Maintenance Departments.

Essential Job Duties and Responsibilities

Include, but not limited to the following. Other duties may be assigned.

Primary Functions

- Skilled electrical work installing, maintaining, and repairing facility and park electrical systems and components.
- Inspect, repair, construct and clean all facility and park amenities.
- Repair and painting of all facilities and equipment.

Marginal Functions

- Maintain all equipment and hand tools used.
- Attend seminars and workshops to provide for professional growth. Attend and participate in staff meetings.

Other

- Carry out all technical and labor duties as assigned under the Facilities Maintenance Manager.
- Communicate matters of departmental interest or importance to Facilities Manager and the Program Manager of the area.

The employee should possess knowledge of:

- Standard tools, materials, methods and practices of electrical trade.
- Occupational hazards and safety precautions.
- The National Electrical Code

Perform other related duties as assigned under the supervision of the Facilities Maintenance Manager.

Education and Experience: The Facilities Maintenance II- Electrical employee must be a high school graduate and have: a minimum of two years of recent full-time paid experience in diagnosis, repair, installation, replacement and maintenance of electrical equipment. Two successfully completed courses in basic electricity from a recognized apprenticeship program, a technical or military school, college, university or licensure by the City of Highland Park as an electrician. Working skill in interpreting and working from sketches, penciled layouts and blueprints. Further the employee must be in good physical condition and have sufficient strength to perform heavy manual labor.

Certificates and Licenses

American Red Cross CPR/AED Certification

Valid Driver's License

Commercial Driver's License

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 frequently required to stand, walk, sit, bend, twist, squat and use hands to finger, handle, grasp, manipulate or feel; reach, push or pull with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk, see and hear. The employee must frequently lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions: While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.

Schedule: Monday - Friday, 40 hours per week

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.