



PARK MAINTENANCE 1

Glencoe Park District

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Closing Date:

Salary: \$20.33 - \$30.49/hr. DOQ+

Description:

Job Summary:

Under the supervision of the Park Operations Manager, Park Maintenance I staff are expected to:

- Perform assigned duties to the best of their abilities
- Offer suggestions for improving work processes or job efficiency
- Act in the best interests of the Glencoe Park District and their fellow employees

On-Call Responsibilities:

- During designated on-call periods, the employee must remain readily accessible via their assigned work phone
- *Readily accessible* is defined as the ability to respond in person to a Glencoe Park District facility within 60 minutes from their place of residence

Compensation:

- Compensation will be determined based on an evaluation of the employee's qualifications and experience, and is subject to the recommendation of the Director of Parks and Maintenance or the Executive Director

Qualifications:

- Must be at least 18 years old or older.
- High school diploma or GED required.
- One to two years of experience in grounds maintenance or a related field.
- A valid Illinois Class D Driver's License is required at the time of hire.
- Trade-specific certification preferred.
- CPR/AED/First Aid Certification must be obtained within six months of hire.
- Exhibits versatility, flexibility, and initiative to deal with changing assignments.
- Pesticide Operator License (Turf, Right of Way, Ornamental).
- Forklift operator Certification.
- Chainsaw Operator Certification.
- All full-time employees must pass a criminal background check, drug test, and physical exam, which the Glencoe Park District will cover.

Required Knowledge:

This position requires a basic understanding of grounds maintenance, hand tools, grounds equipment, and the operation of trucks and tractors, as well as specialized knowledge and skills in turf management, plant identification, sports field maintenance, general landscaping, tree care, or planting.

Required Skills:

Basic understanding of how to work industrial equipment, including backhoes, front-end loaders, mowers, ball field drags, chainsaws, snowplows, dump trucks, power saws, drills, and landscaping equipment.

Must have good interpersonal skills and can focus on solving conflicts, listening to others, maintaining a positive attitude, and being receptive to constructive feedback. Must exhibit sound and appropriate judgment, support, and explain reasoning for decisions.

Essential Duties and Responsibilities*Department Administration*

- Exhibits versatility, flexibility, and initiative to deal with changing assignments.
- Coordinate with Village of Glencoe Public Works staff as required.

Personnel Management

- Develops and maintains positive working relationships among all staff.
- In the absence of the Park Operations Manager, the staff may be provided direction by seasonal staff.

Project and Contractor Management

- Assists the Park Operations Manager in the supervision of outside contractors by reporting on work completed, the status of assignments, and general oversight.

Records and Reports

- Use a computer for inspection-related software, if applicable.
- Document inspections as directed.
- Responsible for complete records of purchases for maintenance supplies.

Safety and Risk Management

- Read, understand, and enforce the Park District's "General Safety Rules" 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.
- Use provided safety equipment on all jobs as needed.
- Observe and report all unsafe practices and conditions that might result in an accident.

General/Other

- Perform general landscape and horticultural work as follows: plant and trim trees and shrubs, general grading, operate construction equipment to renovate ball fields, aerate athletic fields, demolish playgrounds, mow, and trim fields, grade beaches, install fences and excavate drainage lines.
- Perform repairs on playgrounds and general park equipment.
- Construct, repair, paint, or clean picnic tables, benches, fences, and backstops.
- Perform minor repairs on irrigation systems and drinking fountains.

- Layout and mark athletic field lines according to the appropriate class of play: softball and baseball diamonds, tennis courts, and football fields.
- Perform general building maintenance, including repairing heating systems, roofs, doors, windows, minor electrical, and plumbing.
- Operate plow trucks, blowers, tractors, and shovels to remove snow from Park District ice rinks, walks, parking lots, and driveways.
- Remove all trash from parks and playground areas.
- Make and maintain ice for an outdoor rink.
- Set up and maintenance of aquatic areas and activities for boating beach, bathing beach, and beach house.
- Use restricted pesticides/herbicides safely per Glencoe Park District policy.
- Support the Recreation and Facilities Department by setting up special events, programs, and rooms as directed.
- Provide custodial services as directed.
- Complete projects to aid in facility maintenance as directed, including painting, seasonal preparation, floor replacement, and recreation program supply repair.

Hours:

This is an hourly position, and the hours will primarily be from 7:00 a.m. to 3:30 p.m., with a half-hour for lunch, Monday through Friday. The weekly schedule may change based on work-related or seasonal needs and may include nights and weekends as requested, typically at least one weekend a month.

Due to the nature of park district programming, evening, weekend, and some holiday hours are to be expected.

Pay Scale:

This is a full-time year-round non-exempt (hourly) position. The intended starting pay for this position is \$22 per hour, with a full pay scale ranging from \$20.33 per hour to \$30.49 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 Director of Parks/Maintenance or the Executive Director.

Benefits Include:

- 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.

<https://glencoe-park.bamboohr.com/careers/181?source=aWQ9Mjl%3D>