



## Building Specialist - Special Facilities

Park District of Oak Park

**Contact Name:** Desiree Hines

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**Closing Date:**

**Salary:** \$21.50 Hourly

### Description:

To view full job description and apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=532965&clientkey=41D8300184906117978771C10E755DC6>

### Overview:

The Building Specialist is a Full-Time Position. The starting rate is \$21.50/hr. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, 10 days vacation, 8 1/2 holidays, 12 days of sick time and personal days. This position is part of a collective bargaining agreement.

### Job Purpose:

The Building Specialist ensures the upkeep, safety, repair and preventive maintenance of all Special Facility buildings, equipment and supplies and provides logistical support for the delivery of all programs, special events and services. ***The Building Specialist position schedule will vary based on the season. For example during the summer, the schedule start time is 5 am and during the fall, the schedule start time is 7 am. This position does require working weekends, such as Tuesday through Saturday.***

### Essential Functions:

- Opens and closes facilities as needed.
- Prepares and maintains pools, grounds, ice rink, gymnastics center, dog park for users of the facilities.
- Performs basic trade tasks including painting, carpentry, electric and plumbing using best trade practice standards.
- Performs inspections and informs supervisor of the need for repairs and/or Improvements.
- Prepares facilities for special events including, but not limited to, the annual Ice Rink Show, Day in our Village, Fall Fest and Frank Lloyd Wright Race, gymnastics meet.
- Assists in maintaining an accurate inventory of equipment and supplies and ordering or replenishing equipment and supplies as requested.
- Operates and maintains Zamboni Ice Resurfacing machines
- Performs ice maintenance

- Operates and maintains machinery, equipment and vehicles used for pool water quality, snow removal, facility cleaning, and travel between revenue facility sites.
- Operates and maintains skate sharpening equipment and skate inventory.
- Regulates, monitors and maintains HVAC systems.
- Regulates, monitors and maintains compressors and pumps.
- Regulates, monitors and maintains pool filter and chemical feed systems.
- Performs tasks required for seasonal transitions between aquatic and ice rink operations.
- Inspects contracted work for satisfactory results.
- Ensures that all buildings are clean, systems are functional and safe conditions exist.
- Performs preventive maintenance for buildings and equipment.
- Assists in training and oversight of seasonal workers on vehicles and equipment operation.
- Effectively uses the Park District Computerized Maintenance Management System to carry out assigned duties.

**Customers:**

Internal: Other Park District staff

External: Patrons of Park District of Oak Park, residents of Oak Park, Oak Park

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, functions or responsibilities that are required of the employee for this job. Duties, functions, activities or responsibilities may change at any time with or without notice.*

The Park District is an Equal Opportunity Employer!