



## **Park Specialist II**

### **St. Charles Park District**

**Contact Name:** Fred Ekberg

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**Contact Phone:** 630-513-4363

**Closing Date:**

**Salary:** \$21.93 - \$24.94 DOQ

#### **Description:**

##### **Job Summary About the Role**

By working closely with your supervisor in this hands-on role you are responsible for the daily performance of assigned seasonal staff to maintain park facilities and grounds.

Please apply directly on our website at [www.stcparks.org/jobs](http://www.stcparks.org/jobs).

All benefits available to this position are available on the St. Charles Park District Employment page.

#### **Knowledge, Skills & Experience**

This position is well suited for someone with a friendly and positive personality who is productive and shows initiative, is an effective written and oral communicator, is reliable and safety-minded.

**Required:** A high school degree or equivalent is required. One to three years of experience in a maintenance related field is required. Strong background and working skill in maintenance, knowledge of hand tools, grounds equipment and operation of trucks, tractor and implements. Work record that shows reliability, initiative, tact and productivity. A valid Illinois State Driver's License is required. Must be able to acquire an Illinois Pesticide operator's license. Maintain current CPR/AED/First Aid Certification and DCFS Mandated Reporter Certification or obtain certification within 30 days of hire.

#### **Essential Functions of the Position or Role**

##### **Park District Cornerstones**

- Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park District's safety and risk management program.
- Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.
- Recommends improvements and efficiencies to better accomplish individual and district goals in the best interests of the St. Charles Park District community.

- Comply with Park District policies and administrative procedures.

## **Responsibilities**

- Effectively maintain assigned areas and facilities as directed by supervisory personnel.
- Be responsible to the Superintendent of Parks and Planning, Deputy Director and Assistant Superintendent of Parks and any other supervisor as assigned.
- Supervise and train seasonal staff on daily park maintenance, athletic field maintenance as well as seasonal mowing operations.
- Organize and oversee multiple tasks and duties as required by instructing and working hands-on with assigned staff.
- Effectively maintain assigned areas and facilities as directed by supervisory personnel.
- Daily opening and cleaning of park grounds and facilities including janitorial cleaning of restrooms, litter and garbage removal, cleaning of skate parks, disc golf course, dog parks, sports courts, sidewalks and parking lots.
- Prepare and clean pavilions for rentals and special event setups.
- Perform maintenance and ballfield preparation for scheduled league practices or games.
- Assist in layout and marking out athletic fields for scheduled league painting.
- Perform weekly re-painting of scheduled league game fields during league seasons.
- Assist and lead mowing crew in weekly mowing and trimming, playground surface raking and weed removal.
- Perform leaf and snow removal, constructing and maintaining ice rinks.
- Perform minor fence repair, picnic table painting and special projects.
- Operate and maintain variety of equipment needed for job performance.
- Routinely push, pull and/or lift to waist up to 40 lbs and 41 to 50 lbs with assistance.
- Willingly work over and above required daily hours and flexible work schedule when necessary to meet the needs of seasonal maintenance duties.
- Effectively communicate both orally and in writing.

## **Marginal Functions of the Position or Role**

- Assist with snow removal.
- Assist with ice rink maintenance.
- Assist with special events.
- Coordinate and assist with athletic field preparation.
- Assist with building maintenance.
- Oversee and train seasonal employees.
- Perform all other duties as assigned.

## **Physical and Environmental Requirements**

Please see the full job posting on the St. Charles Park District Employment page for the full physical and environmental requirements.

## **Strength**

Routinely push, pull and/or lift to waist up to 40 lbs and 41 to 50 lbs with assistance.

## **EEO Statement and Accommodations**

The St Charles Park District is an equal opportunity employer under all state and federal laws and regulations. The job responsibilities are subject to accommodations pursuant to the Americans with Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.