



## **Parks and Maintenance Crew**

### **Oakbrook Terrace Park District**

**Contact Name:** Patrick Manieri

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**Contact Phone:** 630-627-6100

**Closing Date:**

**Salary:** \$19.50-\$21.05 per hour

#### **Description:**

**SUMMARY:** The Parks and Maintenance Crew is responsible for the overall upkeep of buildings and grounds, as well as park maintenance activities, to provide safe, high-quality parks and facilities. This position requires the safe operation of a variety of equipment, as well as skilled tasks, to maintain and repair grounds and buildings. The weekly schedule is Monday through Friday, 7:30am-3:30pm. Limited evening hours required as necessary to produce exceptional results.

**QUALIFICATIONS AND SKILLS REQUIRED:** The Parks and Maintenance Crew requires a high school diploma, a valid Illinois driver's license (CDL desired), at least three years' experience in the field of park maintenance, landscaping, horticulture, and/or related field, and strong mechanical ability to perform maintenance and repairs. The Parks and Maintenance Crew must have a basic knowledge of hand tools, carpentry, painting, electrical, plumbing, and horticulture. Must have a valid CPR/AED certification or become certified within six months of hire. Additional desirable certifications include Certified Playground Safety Inspector and Pesticide Applicators License.

**BENEFITS:** Visit <https://www.obtpd.org/employment> for a full listing of benefits for this position

**IMMEDIATE SUPERVISOR:** The Park and Maintenance Crew is under the supervision of the Superintendent of Parks & Facilities.

#### **ESSENTIAL FUNCTIONS:**

1. Perform tasks involving the use of acquired skills in carpentry, plumbing, HVAC, mechanical, painting, electrical, horticulture, and general building maintenance and upkeep.
2. Perform park maintenance, snow removal, and other duties.
3. Operate motorized equipment and machinery, including mowers and tractors, in a safe and proper manner. Good hearing, vision and reactionary responses required.
4. Repair, service, and maintain motorized vehicles, heavy equipment, and other mechanical equipment.
5. Ability to climb a 20' extension ladder and return to ground safely.
6. Develop preventative maintenance plans with colleagues and supervisor.
7. Ensure all Park District contracted services have turned in necessary documentation (i.e.

certificates of insurance, professional licenses, training certificates).

8. Maintain desired weekly, monthly, and annual reports and inspections as required.
9. Attend staff meetings as necessary.
10. Knowledge of Park District policies and procedures.
11. Ability to accept other duties as assigned.

**MARGINAL FUNCTIONS:**

1. Perform the job in compliance with Park District policies, procedures, work rules, and employee manuals.
2. Work cooperatively towards continually improving Park District facilities and programs.
3. Work around general population and park patrons in public areas.
4. Promote Park District facilities and programs.
5. Adhere to department dress code.
6. Maintain a positive public appearance.
7. Attend conferences, seminars, workshops, webinars, and trainings as they pertain to the position.

**PSYCHOLOGICAL CONSIDERATIONS:** The Parks and Maintenance Crew may feel added pressure from the volume of maintenance requests from Park District staff. The Parks and Maintenance Crew must remain calm and continually share schedules and updates with Park District staff and vendors. The Parks and Maintenance Crew must be good at problem solving and continually develop creative responses to problems.

**PHYSIOLOGICAL CONSIDERATIONS:** The Parks and Maintenance Crew must be able to perform manual labor tasks that require lifting 50 pounds unassisted and walking, bending, stooping, standing, sitting, kneeling, climbing, reaching, lifting, pulling and/or pushing, grasping, and carrying.

**ENVIRONMENTAL CONSIDERATIONS:** The Parks and Maintenance Crew may be exposed to elements when assisting with outdoor functions. This includes varying weather conditions from extreme cold to hot and humid temperatures. There is also considerable indoor work which provides exposure to lighting.

**COGNITIVE CONSIDERATIONS:** The Parks and Maintenance Crew must have the ability to read, write, and organize materials; ability to follow directions from supervisor with safe follow through; must use good safety awareness and judgment; and ability to drive vehicles and equipment in all weather conditions while obeying all traffic laws and signage.

The Parks and Maintenance Crew must be in compliance with the loss prevention and safety policies of the Park District.

Interested applicants can submit a resume to Patrick Manieri, Superintendent of Parks & Facilities: [patrick@obtpd.org](mailto:patrick@obtpd.org).