



Facility Maintenance Specialist

Wheeling Park District

Contact Name: Ron Heiman

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Closing Date:

Salary: \$18.00 - \$24.00 Hourly

Description:

Job Title: Facility Maintenance Specialist

Job Status: Full Time – Non-Exempt

Reports To: Facility Maintenance Manager

Supervisory Responsibility: None

Position Summary

Serves as Facility Maintenance Specialist for the Community Recreation Center and occasionally Chevy Chase Country Club, Chamber Community Church, Heritage Park Sports Complex, and Family Aquatic Center. Responsibilities include conducting the maintenance, custodial, and room setups/teardowns of the facilities. Ensures that all support and service is conducted and fulfilled in a manner consistent with the goals and objectives of the Wheeling Park District.

Work schedule will be Tuesday-Thursday 3:00pm - 11:00pm and Friday - Saturday 2:00pm - 10:00pm.

Essential Job Duties

- Conducts and supervises facility maintenance and custodial functions in conjunction with Facility Maintenance Manager and Facility Maintenance Leaders.
- Custodial tasks include, but are not limited to cleaning floors (vinyl and carpet and wood), windows, lavatories, shower/locker facilities, windows; emptying trash; dusting furniture; and arranging for occasional contract cleaning services; e.g., draperies. In outdoor areas, emptying of trash receptacles, cleaning of water fountains and cleaning of outdoor furniture, snow shoveling and/or cleaning walks.
- Handles all minor maintenance and troubleshooting including lighting, ceiling panels, office equipment and general facility needs.
- Provides all set-up/tear-down requirements for the use of all general use areas, to include tables, chairs, audio-visual equipment and sound equipment.
- Understands technology and completes required checklists and inspections in City Reporter and record their jobs tasks in the Harvest Software.

- Supervises and assists in training part time staff.
- Assists in the development and maintenance of the short-term and long-term requirements for repair and maintenance, preventative maintenance, capital replacement and capital requirements.
- Responds to all emergencies and alarms when on duty or otherwise in an on-call status.
- Ensures that sufficient custodial supplies and materials are always available and specifies cleaning supplies needed in order to accomplish work tasks safely and adequately.
- Provides grounds maintenance to include sidewalks, curbs and parking lots.
- Assist in maintaining infrastructure integrity of the Community Recreation Center, Chevy Chase Country Club, Chamber Community Church, Heritage Park Sports Complex, and Family Aquatic Center facilities.
- Informs the Facility Maintenance Manager and/or Maintenance Leaders of problems related to work or change in project plans as prescribed.

Position Requirements

High School graduate. A minimum of one (1) year experience in a related field of custodial, property and facility maintenance and repairs or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

Knowledge

- Knowledge of equipment and tools used in custodial activities; skills in making minor repairs and adjustments to facility equipment.
- Demonstrated knowledge and skill of custodial maintenance tasks required in a multi-use facility.

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.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Working Conditions

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.

Rate of Pay: \$18.00 - \$24.00 Hourly

Benefits

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- Employee Assistance Program
- 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 Floating Holidays)
- Programs and Recreation Facility Use
- Professional development opportunities and support for continued education

Application Procedure

Please complete the full application with the Wheeling Park District via the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=254808&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>