



Project Specialist I

Wheeling Park District

Contact Name: Eric Anderson

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Closing Date:

Salary: \$21.00 - \$24.00 Hourly

Description:

Job Title: Projects Specialist I

Job Status: Full Time – Non-Exempt

Division: Parks and Recreation Services

Primary Work Location: Parks and Facility Services Building

Reports To: Projects Foreman

Supervisory Responsibility: None

Position Summary

The Projects Specialist I is responsible for working on district wide projects and repairs in parks and facilities; maintenance projects, construction projects, and special events for agency facilities and parks. The Projects Specialist I is under the direct supervision of the Projects Foreman.

Essential Job Duties

- Performs construction duties, including but not limited to, plastering, painting, drywall, flooring, masonry and tuck pointing, concrete flat work, footings, park site amenity installation, playground equipment installation, fences, and bridges.
- Performs duties on specific projects for a group of parks specialists, giving direction, advising, and answering questions.
- Constructs playgrounds.
- Provides preventive maintenance and a variety of rough and finish carpentry and general building construction for Park District buildings and grounds.
- Maintains a pro-active approach to safety and risk management. Involved in creating, implementing, and evaluating sound risk management policies and procedures. Is prepared and cooperative with annual loss control review process.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Estimates equipment and material needs for specific job assignments.
- Assists with providing input and monitoring budgets for district projects

- Purchases, maintains and oversees inventory of supplies and equipment.
- Submits and maintains accurate records and reports
- Assists inspectors and other district employees on building code compliance.
- Inspects parks and building facilities on a weekly or daily basis.
- Performs general park and building maintenance, construction, and special setups as assigned.
- Snow removal in winter months.

Position Requirements

High school diploma or equivalent, with three (3) years' experience in related field of property and facility maintenance and repairs or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Minimum high school graduate.

Experience in maintenance repair and construction field desired.

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

- Good working knowledge of landscape and grounds, maintenance tools, equipment, shop and field practices.
- Pesticide license preferred.

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 outdoors.
- 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: \$21.00 - \$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=274864&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>