



Facility Maintenance Worker II- Full Time

Northbrook Park District

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Closing Date:
Salary: 23.63-37.35 Per Hour (DOQ)

Description:

JOB STATUS: Full Time
DIVISION: Parks and Properties
FSLA STATUS: Non-Exempt
JOB LOCATION: Northbrook Community Center

Join our amazing team as a Facility Maintenance Worker II- Full Time! This position performs skilled and unskilled maintenance, custodial, repair, and equipment operation at Northbrook Park District facilities. Responsibilities include maintaining the cleanliness, sanitation, and safe operations at Park District facilities as assigned. Performs routine building maintenance, including inspections, wood & rubber floor care, program equipment maintenance & repair, light plumbing and carpentry, painting, and equipment use and repair, set-up and takedown of recreational areas for programs, activities, and meetings. May be asked to work flexible schedules, including evenings, weekends, early mornings, and overtime as necessary.

Compensation & Hours:

\$23.63-\$37.35 Per Hour (DOQ)
This is a full-time Union, Non-exempt position, Monday – Friday 6:00 AM-2:00 PM

Labor Day to Memorial Day: Sunday 5:00am-1:00pm at the Northbrook Sports Center & Monday-Thursday 7:00am-3:00pm at the Northbrook Community Center

Benefits

- Medical, Dental, and Vision Insurance
- Life Insurance
- Defined Pension IMRF (Retirement, Disability, Life)
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays

- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

To view job description, [click here](#).

Essential Job Duties

- Perform general custodial duties at the assigned area of the assigned facility; clean floors; dust, polish, and clean fixtures; maintain conditions and sanitize spaces; empty trash, wash walls, and windows.
- Performs maintenance & repair on program equipment and contacts supervisor or repair service when necessary. Records all work completed in asset management software.
- Operate mechanized equipment for vacuuming carpets, shampooing carpets, floor scrubbers, and waxing and buffing floors.
- Complete opening and closing of buildings; keep aware of daily activities in the assigned facility.
- Assist with seasonal deep cleaning and preventative maintenance tasks. Lead larger collaborative maintenance projects
- Prepare recreational spaces for programs, activities, and meetings by setting up tables, chairs, and other furniture and equipment as instructed; assist with takedown of recreational spaces.
- Conduct building inspections including, but not limited to, boiler room, doors and door hardware, window frames and glass, exterior roofs, gutters and downspouts, interior walls, floors and ceilings and stairs, railing, and walks; repairs and maintains doors, floors, windows, partitions, ceilings, and exteriors of buildings; builds and installs doors and window framing.
- Perform light plumbing tasks such as repairing fixtures, unclogging drains, tightening loose fittings, and adjusting water pressure and temperature.
- Perform varied repair tasks such as replacing light bulbs, exit lights and ceiling tiles.
- Plans inventory and purchases maintenance & custodial supplies needed to perform job duties or tasks at facilities.
- Ensure that equipment, supplies, and materials are in stock and stored in a safe and secure area.
- Ensures the preparation of facilities and parks for special events and programs as directed.
- Monitors operation of building systems & contacts supervisor when necessary
- Perform custodial activities on the outside grounds; pick up trash, litter, and debris.
- Completes work orders as assigned.
- Completes snow removal tasks as assigned.
- Operates a District fleet vehicle.
- Operates ice resurfacers. Occasionally assist with ice maintenance and on-ice special event prep
- Report any work-related or patron injuries or incidents to the supervisor; report unsafe conditions to the supervisor and correct them if appropriate; complete incident/accident report forms as needed.
- Perform all job tasks in a safe manner.
- Foster and maintain effective professional working relationships with the general public and co-workers.
- Trained on ice resurfacers operations at Northbrook Sports Center as requested.
- Perform other duties as assigned.

Qualifications

Completion of four (4) years of high school or attainment of a GED, or graduation from a vocational

school, including one (1) year of experience in maintenance, repair, or semi-skilled trades work; or any equivalent combination of training and experience which provides the following knowledge, ability, and skills.

Skills & Abilities

- Safe use of tools and equipment used for custodial and facility maintenance & repair.
- Perform general custodial duties.
- Utilize a work order system to track and complete tasks.
- Perform building alteration functions involving carpentry and painting.
- Utilize minor handyman repairs; recognize when a certified technician must be contacted for proper repairs.
- Communicate effectively both orally and in writing.
- Follow written instructions and schedules to assist with room set-up and takedown properly.
- Possession of a valid Illinois Driver's License
- Use a ladder/lift to work at heights greater than 20 feet.

Knowledge

- Occupational hazards, safety procedures, and precautions
- Community center maintenance
- Building systems & components
- General maintenance and repair procedures
- Tools, materials, and methods used in general trades.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. Frequently required to walk, sit, climb, or balance, stoop, kneel, crouch, or crawl, and smell.
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. May occasionally work in high, precarious places and are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
- Frequently lift and/or move up to more than 50 pounds; over 50 pounds with assistance. An employee is allowed and encouraged to use mechanical or manual assistance for lifting above 40 lbs. as a guideline.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment.

To apply, please complete a job application [here](#).

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer