



Parks Specialist I

West Chicago Park District

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Closing Date:

Salary: \$15.50 - \$20.00/hourly DOQ

Description:

General Description:

Are you seeking an opportunity to grow in the parks and maintenance field and contribute to a positive and impactful team in a great community? If so, we're looking for you to join the Parks & Facilities Department at the West Chicago Park District!

Under the supervision of the Parks Specialist II, the Parks Specialist I is responsible for the daily operations and maintenance of the West Chicago Park District's parks, preparation of all athletic fields, and a wide variety of additional park district maintenance tasks. This includes routine snow and ice removal, turf care, grounds maintenance, forestry operations, building and facility upkeep, seasonal pool operations, and vehicle and equipment maintenance. The Parks Specialist I will also assist with horticulture projects, special events, and other departmental needs as assigned. This is a full-time non-exempt position, working 40 hours weekly. Hours may fluctuate to accommodate evening, weekend, and maintenance needs.

Education:

- High School diploma or equivalent required; Associate's degree in Horticulture, Urban Forestry, Turf Management, or a closely related field from an accredited college or university or an equivalent combination of education and work experience is required.

Experience:

- Minimum of three (3) years of experience in athletic field maintenance, landscaping, or groundskeeping.

Required Certification and Skills:

- Ability to obtain an Illinois Pesticide Applicator's License in Turf and Right of Way within six (6) months of hire.
- Able to operate and maintain various landscaping and maintenance equipment, such as mowers, chainsaws, tractors, and utility vehicles.
- Knowledge, creativity, and skill in excellent problem-solving and organizational skills.
- Candidate must be CPR, AED, and First Aid certified within six (6) months of hire.
- Ability to obtain a Certified Pool Operator (CPO) certification is preferred.

- A valid Illinois driver's license is required with an acceptable driving record, along with their own source of reliable transportation.
- Excellent oral and written communication, and interpersonal skills, and the ability to read, write, and speak in English. Bilingual (Spanish/English) preferred.
- Must pass a pre-employment physical examination and criminal background check.
- Willingness to work flexible hours, including evenings, weekends, holidays or on-call shifts as required.

Essential Duties & Responsibilities:

- Prepare and maintain athletic fields, including dragging, leveling, chalking, lining, irrigation, and daily equipment care.
- Perform turf maintenance tasks: mowing, seeding, sod installation, aerating, fertilizing, and weed control.
- Assist in forestry operations including tree pruning, removals, and brush cleaning.
- Plant and maintain horticultural work such as flowers, shrubs, and trees.
- Complete routine snow and ice control using plow trucks, snow blowers, and manual shoveling.
- Conduct building and facility maintenance tasks as assigned, including general repairs, cleaning, and seasonal upkeep.
- Assist in the seasonal opening and closing of the aquatic facility, including pool preparation, maintenance, and winterization.
- Perform routine vehicle and machine maintenance, such as inspections, fluid checks, and minor repairs.
- Participates in community events; setup and takedown, and cleanup as sponsored by West Chicago Park District.
- Clean and maintain dugouts, bleachers, fencing, and other park structures.
- Operate various grounds and maintenance equipment including trucks, tractors, mowers, edgers, hedge trimmers, snow equipment, and other specialized tools.
- Ability to exhibit problem-solving skills, safety awareness, and judgment.
- Represents the West Chicago Park District in a professional manner.
- Attends seminars, meetings, and conferences to enhance job knowledge.
- Maintain accurate records, track supplies and materials, and ensure safe work practices.
- Responsible for performing all job tasks within the rules and guidelines of the West Chicago Park District's Safety Program.
- Provide a safe environment for participants, staff, and vendors by strictly adhering to all West Chicago Park District policies, procedures for all maintenance operations.
- Demonstrates enthusiasm and drive with a desire to accomplish Park District and department goals and objectives.
- Represents the West Chicago Park District in a professional manner.

Physical Considerations:

- Ability to frequently move about with possible prolonged walking, standing, stooping, sitting, climbing, bending, kneeling, crouching, crawling, twisting, or reaching and lifting and carry up to 50 pounds objects for extended periods of time.
- Sitting for extended periods while operating vehicles or equipment.
- May operate heavy equipment such as a boom truck.
- Employee might work both inside and outside during various environmental weather conditions.
- Exposed to chemicals, machinery, noise, and varying temperatures, such as, but not limited to rain, mud, humidity, extremely hot and cold temperatures, exposed to dust, fumes, dirt, noise, and insect bites.

Benefits:

- Park District Fitness Center
- Turtle Splash during season
- Fun working environment
- Flexible work schedule
- Generous benefits package includes health (medical, dental, vision and life insurance), participate in IMRF pension plan, holiday pay, and paid time off.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

Interested candidates should submit a cover letter, resume, and references to the West Chicago Park District. To apply, please print a job application from our website: www.we-goparks.org and email hr@we-goparks.org. Applications will be accepted until the position is filled.

West Chicago Park District is an Equal Opportunity Employer