



## **Facility Technician**

### **Addison Park District**

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**Closing Date:**

**Salary:** \$20.00 - \$21.00 an hour

### **Description:**

Join the Addison Park District Team as a Facility Technician!

### **Job Summary**

The Facility Technician is responsible for performing and/or overseeing contractors to complete preventative maintenance and repairs of all electrical, plumbing, pool/ splash pad, mechanical trades, HVAC, etc. This position typically works independently with minimal supervision and may supervise others during projects. This is an essential position and is subject to extended workdays on short notice and overtime to address emergencies and repairs.

### **Primary Duties**

- Responsible for inspecting, maintaining and repairing environmental systems (such as), HVAC, furnace, boiler units, AC and other facility environmental controls.
- Responsible for, but not limited, managing the safety and cleanliness of equipment, property from wear, damage, vandalism, etc.
- Document man-hours and materials used on work orders to specific job requirements.
- Maintain a proactive approach to safety and risk management
- Conduct monthly facility safety reports and respond to areas as needed
- Responsible for maintaining and repairing all aspects of park buildings and facilities, which include, but are not limited to carpentry, plumbing, electrical, masonry and painting.
- Snow removal with but not limited to shovel snow blower plow and or broom
- Perform all job tasks within the rules and guidelines of the Addison Park District's safety program.
- Provide administrative duties in the development of goals and objectives, preparing and maintain reports that pertain to the department, coordinating the use of facilities and services with other district departments, and assist in development a long-term capital development plan.

### **Qualifications**

- Must have a High School Diploma or equivalent.
- Must have an associate degree in the related field (Facility management, Construction, Administration, Park Maintenance or related field) or experience will be considered in lieu of education.
- Minimum of one (1) to two (2) years of experience in related field or an equivalent combination of education and experience.
- Must have a valid Driver's License, be able to successfully pass a driver's abstract review, and be approved to drive a company vehicle.
- Able to obtain CPO within 90 days of hiring.
- Complete knowledge of methods, material, equipment and tools of mechanical, electrical repairs and safety requirements
- Comprehensive knowledge of HVAC, plumbing, mechanical and electrical systems.
- Demonstrated ability to perform complicated field and shop repairs on HVAC, plumbing, pool/splash pad, mechanical and electrical equipment.
- Intermediate knowledge of computer systems including Microsoft Office Suite.

Full Job Description and Direct Application Found [HERE](#):  
Facility Technician - Addison Park District Jobs

**Addison Park District is an Equal Opportunity Employer**