



## **Facility Maintenance Worker III- Full Time**

### **Northbrook Park District**

**Contact Name:** Kevin Meyers

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**Contact Phone:** 847-291-2993

**Closing Date:**

**Salary:** \$26.04-\$33.59

#### **Description:**

**JOB STATUS:** Full time      **DIVISION:** Parks and Properties

**FSLA STATUS:** Non-Exempt      **JOB LOCATION:** Joe Doud Administration Building

#### **Compensation & Hours:**

\$26.04-\$33.59 per hour (DOQ)

This is a full-time, non-exempt position, *Monday-Friday. May require flexible schedules, including; evenings, weekends, early mornings, and overtime as necessary.*

#### **Benefits**

- Medical, Dental, and Vision Insurance
- Group Life Insurance
- Life Insurance
- AFLAC Indemnity Plans
- Defined Pension IMRF (Retirement, Disability, Life)
- Deferred Retirement 457 Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

Join our amazing team as a Facility Maintenance Worker III. This position performs skilled maintenance, repair and construction work. Performs routine building maintenance, painting and equipment use and repair, with a specialty in at least one trade area: HVAC maintenance and repair, or electrical. Performs general semi-skilled trades-related tasks as assigned. May be asked to work flexible schedules, including evenings, weekends, early mornings and overtime as necessary.

#### **Essential Job Duties**

- Perform a variety of building alteration functions to include carpentry, plumbing, painting and installation of minor equipment and appliances.
- Install, maintain and repair mechanical and electrical systems at district facilities and varied equipment; installs conduits, wires, pull boxes, and switches required in making additions, extensions or alterations in electrical systems; provides preventative maintenance on district mechanical equipment.
- Repair or replace defective parts in motors, generators, pumps, storage batteries, controllers, contactors, switches, and other electrical fixtures and appliances.
- Test and repair electrical troubles in electrical circuits and equipment; conducts inspections for preventative maintenance.
- Perform general service maintenance and repairs of building lighting, power, heating and cooling and communications systems; cleans and replaces filters, oils and greases parts.
- Repair and maintain component parts of air conditioning, refrigeration, and ventilating systems in various buildings; services refrigeration, air conditioning, and heating units by repairing or replacing and adjusting worn or broken parts on condensers, compressors and water and vacuum pumps; tests refrigeration equipment for leaks; repairs or adjusts valves, pipes connections, fittings, and couplings; removes and install motors, thermostats, and humidistat; adjusts pressure, solenoid, and expansion valves; adds gas to refrigeration unit; checks gauges and makes inspections for preventative maintenance; changes and washes oil cleaners and air filters.
- Install and repair playground equipment; fences, retaining walls.
- Conduct lighting, HVAC and facility inspections.
- Assist in installing cooling and heating systems, and related equipment and components.
- Operate trucks and other equipment for the removal of snow from parking lots and walkways.
- Assist in planning for purchases or replacement costs for mechanical systems and reviewing plans and specifications for proposed improvements.
- Purchase and store materials and supplies needed for maintenance and repair projects based on district purchasing procedures.
- Report any work-related or patron injuries or incidents to supervisor; report unsafe conditions to supervisor and correct if appropriate; complete incident/accident report forms as needed.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

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

### **Qualifications**

Completion of four (4) years of high school, attainment of a GED or graduation from a vocational school, including or supplemented by considerable experience (minimum of 4 years) in area of expertise or in a selected trade (HVAC, or electrical) or two (2) years of an associates program or apprenticeship in electrical or HVAC work and two (2) years' experience in a minimum of two of the following areas: electrical repair/maintenance, heating, ventilation and air conditioning, or any equivalent combination of training and experience which provides the following knowledge, ability and skills.

### **Skills & Abilities**

- Perform general maintenance and repair of building support systems; heating and cooling systems and electrical systems
- Troubleshoot and repair HVAC-related electrical components (motors, starters)
- Troubleshoot and repair defects in refrigeration, air conditioning, heating or related equipment
- Perform building alteration functions involving carpentry, painting and masonry work

- Utilize work order system to track and complete tasks
- Perform building alteration functions involving carpentry, and painting
- Communicate effectively both orally and in writing
- Possession of a valid Illinois Driver's License
- Pass the pulmonary functioning test and respirator fit test annually

## **Knowledge**

- Building systems and components
- Standard practices, tools, materials and equipment of selected trade
- Local and state electrical and building codes
- Principles, practices, tools, materials, and equipment of refrigeration, air conditioning, and/or heating equipment operation, maintenance and repair
- General maintenance and repair

## **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.

- 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. Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals and risk of electrical shock.
- Frequently lift and/or move up to and more than 50 pounds; employee is allowed and encouraged to use mechanical or manual assists for lifting above 40 lbs. as a guideline.
- Specific vision ability required by this job includes 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