



## **Construction/Special Projects Specialist**

### **Elk Grove Park District**

**Contact Name:** Nick Kapetan

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**Contact Phone:** 847-228-3504

**Closing Date:**

**Salary:** \$21.64 - \$25.06

#### **Description:**

All applicants must apply online at <https://elkgrovecparks.bamboohr.com/careers/303>

#### **JOB SUMMARY**

Performs skilled, semi-skilled and unskilled construction and maintenance work and other tasks for Park District parks and facilities.

#### **ESSENTIAL JOB FUNCTIONS**

- Under supervision of the Project Manager the Construction / Special Projects Specialist maintains parks and facilities by performing general carpentry, construction, playground installation, painting, building repairs, concrete, fence repair, fabricating, sign installation and repairs, general electrical.
- Performs project work consistent with applicable ordinances and codes, develops simple shop drawings, estimates and arranges for necessary equipment, crew members and supplies.
- Ability to read and interpret drawings and plans necessary for construction.
- Assists in maintaining District equipment and tools required for performing necessary tasks.
- Diagnoses and solve problems related to construction, maintenance and repairs.
- Assists in evaluations of facilities, buildings and equipment.
- Inspects and performs preventative maintenance, repairs and new construction.
- Operates trucks and special equipment after receiving and passing district training on vehicles/equipment.
- Performs the job safely and in compliance with district policies, procedures, work and safety rules.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
- On-call for snow removal and winter weather response

#### **OTHER JOB FUNCTIONS**

- Represents the Park District with other agencies and organizations as necessary.
- Assists in the development and monitoring of Division, Department and District goals and objectives.
- Assists in the development of Facility Maintenance Division operating procedures.
- Displays an ability to troubleshoot park and facility repairs and construction.
- Assists in the development of capital plans for buildings, facilities and equipment.
- Assists other sections and divisions as necessary.

- Solicits internal and external customer feedback to improve efficiency and customer satisfaction.
- Performs other duties as necessary including but not limited to daily vehicle and equipment inspection and cleaning, office furniture moving, snow removal, ice making, paving repairs and installation, program and special event support and other tasks as assigned.
- Other duties as assigned

## **SPECIAL CONSIDERATIONS**

- Subject to both inside and outside environmental conditions.
- Exposures to chemicals, hazardous voltage, dust, fumes and loud noises.
- Exposure to heights and confined spaces.
- Physical agility to maintain mobility from site to site.
- Manual dexterity required for frequent manipulation of trade tools.
- Subject to modified/flexible work schedule.
- Ability to lift and move up to 50 pounds.
- Ability to use assistance, mechanical or team lift, for material over 50 pounds.

## **MINIMUM QUALIFICATIONS**

- Knowledge of but not limited to custodial, construction and building and grounds maintenance.
- Ability to work in a team-based environment.
- Effective communication and interpersonal skills.
- Work independently under minimal supervision.
- Possess a valid State of Illinois driver's license.
- Perform other duties as assigned.
- Good knowledge of pertinent safety precautions.
- Ability to maintain positive and effective working relationships with other employees.

## **EDUCATION AND EXPERIENCE**

The above knowledge, skills and abilities may be demonstrated by education or formal training equivalent to a High School Degree plus two years experience in construction or maintenance related positions. Any equivalent combination of education and/or experience may be substituted for the above.

Elk Grove Park District is an Equal Opportunity Employer  
Summary of Benefits