



## Seasonal Maintenance & Custodian

Oakbrook Terrace Park District

**Contact Name:** Patrick Manieri

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**Contact Phone:** 630-627-6100

**Closing Date:**

**Salary:** \$17.66-\$22.08 per hour

### Description:

**SUMMARY:** The Seasonal Maintenance & Custodian is responsible for the overall upkeep of buildings and grounds, as well as supporting park maintenance activities, to provide safe, high-quality parks and facilities. This position requires the safe operation of a variety of equipment, as well as skilled tasks, to maintain buildings and grounds. Schedule may vary based on needs, but work will typically occur Monday through Friday, 6:30am-2:30pm during season (mid-April-September). Limited evening hours required as necessary to produce exceptional results.

**QUALIFICATIONS AND SKILLS REQUIRED:** The Seasonal Maintenance & Custodian requires a high school diploma and a valid Illinois driver's license. Prior janitorial or custodial experience preferred but not required. Ability to work independently and manage time effectively. Basic knowledge of cleaning methods, tools, and supplies. Ability to follow verbal and written instructions. Must have a valid CPR/AED certification or become certified within three months of hire.

**BENEFITS:** Visit <https://www.obtpd.org/employment> for a full listing of benefits for this position

**IMMEDIATE SUPERVISOR:** The Seasonal Maintenance & Custodian is under the supervision of the Superintendent of Parks & Facilities.

### ESSENTIAL FUNCTIONS:

1. Ensure the Heritage Center, Fitness Center, and Lake View Nature Center are consistently clean, sanitary, and presentable for patrons, staff, and community members.
2. Perform routine custodial duties including sweeping, mopping, vacuuming, dusting, restroom sanitation, trash removal, and restocking supplies to support facility operations.
3. Follow established cleaning protocols and safety procedures to maintain a healthy environment and minimize hazards for facility users.
4. Prepare facilities for daily use, programs, rentals, and special events by maintaining cleanliness standards and assisting with basic setup needs as directed.
5. Assist with light maintenance tasks and report facility concerns promptly to help preserve buildings, equipment, and grounds.
6. Operate motorized equipment and machinery in a safe and proper manner. Good hearing, vision,

and reactionary responses required.

7. Ability to climb a 20' extension ladder and return to ground safely.
8. Execute preventative maintenance tasks with colleagues and supervisor.
9. Maintain desired weekly, monthly, and annual reports and inspections as required.
10. Attend staff meetings as necessary.
11. Knowledge of Park District policies and procedures.
12. Ability to accept other duties as assigned.

**MARGINAL FUNCTIONS:**

1. Perform the job in compliance with Park District policies, procedures, work rules, and employee manuals.
2. Work cooperatively towards continually improving Park District facilities and programs.
3. Work around general population and park patrons in public areas.
4. Promote Park District facilities and programs.
5. Adhere to department dress code.
6. Maintain a positive public appearance.
7. Attend conferences, seminars, workshops, webinars, and trainings as they pertain to the position.

**PSYCHOLOGICAL CONSIDERATIONS:** The Seasonal Maintenance & Custodian may feel added pressure from the volume of maintenance requests from Park District staff. The Seasonal Maintenance & Custodian must remain calm and continually share schedules and updates with Park District staff and vendors. The Seasonal Maintenance & Custodian must be good at problem solving and continually develop creative responses to problems.

**PHYSIOLOGICAL CONSIDERATIONS:** The Seasonal Maintenance & Custodian must be able to perform manual labor tasks that require lifting 50 pounds unassisted and walking, bending, stooping, standing, sitting, kneeling, climbing, reaching, lifting, pulling and/or pushing, grasping, and carrying.

**ENVIRONMENTAL CONSIDERATIONS:** The Seasonal Maintenance & Custodian may be exposed to elements when assisting with outdoor functions. This includes varying weather conditions from extreme cold to hot and humid temperatures. There is also considerable indoor work which provides exposure to lighting.

**COGNITIVE CONSIDERATIONS:** The Seasonal Maintenance & Custodian must have the ability to read, write, and organize materials; ability to follow directions from supervisor with safe follow through; must use good safety awareness and judgment; and ability to drive vehicles and equipment in all weather conditions while obeying all traffic laws and signage.

The Seasonal Maintenance/Custodian must be in compliance with the loss prevention and safety policies of the Park District.

**Interested applicants can submit a resume to Patrick Manieri, Superintendent of Parks & Facilities: [patrick@obtpd.org](mailto:patrick@obtpd.org).**