



Trades I- Parks Department Full-Time Geneva Park District

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Closing Date:
Salary: \$20.19- \$21.64 DOQ

Description:

Trades I - Parks Department Full Time
Maintenance Facility & Greenhouse- Wheeler Park - Geneva, IL 60134

Overview

Salary Range

\$20.19 - \$21.63 Hourly

Position Type

Full Time

Description

Summary:

Under the direction of the Assistant Superintendent of Parks and the Superintendent of Parks, the Parks Trades Specialist shall perform semi-skilled tasks in HVAC maintenance and repair, swimming pool/splash pad maintenance and repair, minor electrical and plumbing repairs and general building maintenance. This position will also assist in snow removal operations, custodial functions and special event support. The Parks Trades Specialist is normally scheduled to work from 7:00 a.m. to 3:30 p.m., Monday thru Friday, from September 15th thru May 15th. The work schedule from mid-May through mid-September will typically have 5:00 a.m. start times Monday thru Friday and include one weekend day. Overtime therefore will be required. Hours could be subject to change based upon need.

Supervisor:

The Parks Trades Specialist reports to the Assistant Superintendent of Parks and the Superintendent of Parks.

Essential Functions:

Perform work in HVAC preventative maintenance, repair and inspections.
Ensure the safe operations of pools and splash pads on a daily basis during the outdoor season.
Perform maintenance to ensure the safety and cleanliness of all District buildings and facilities.
Must be able to work with the chemicals and materials found in pool and building maintenance.
Adhere to all financial policies.

Be able to operate motorized equipment and tools essential to the position.
Assist with the install and repair of playground equipment and surfacing.
Remain on call for snow removal, repairs and maintenance as deemed necessary.
Full-time Trades personnel may be assigned supervision of part-time or seasonal employees
Safety Program:

Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Assistant Superintendent of Parks or the Superintendent of Parks and Properties.

Physical Requirements:

Handling Park District materials up to 50 pounds. Assistance will be provided when necessary (mechanical or team-lift).

Ability to operate Park District vehicles.

Cognitive Considerations:

Resolve differences and problems that arise with patrons and work together with other employees. The Parks Department employees must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.
Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Many activities are performed outdoors.

Benefits:

The Parks Trades Specialist position includes Full-Time Park District benefits including Health/Dental/Vision Insurance, IMRF Pension, and Paid Time Off.

Qualifications:

Minimum skills include completion of a high school education and basic knowledge of HVAC systems, building maintenance, and use of common tools used in the trades. Knowledge of swimming pool maintenance tasks is preferred. A valid Illinois driver's license is required. CPR/First Aid certified, or able to become certified. Clearance of pre-employment assessments which includes a criminal/driving background check and physical examination.

To apply please go to www.genevaparks.org