



Summer Parks Maintenance (Seasonal Part-Time)

Glencoe Park District

Contact Name: Jared Barchenger

Contact E-mail: jbarchenger@glencoeParkDistrict.com

Contact Phone: 847-257-3105

Closing Date:

Salary: \$17.50/HR

Description:

Summer Parks Maintenance (Seasonal Part-Time)

02-Parks - Glencoe, Illinois

Spend your summer making memories and making an impact! The Glencoe Park District is a nationally accredited, Gold Medal Award–winning agency that offers fun and rewarding seasonal jobs opportunities. Join our team this summer and gain hands-on experience, build transferable skills, make new friends, and create lasting memories for Glencoe families!

This is a seasonal position from May through August, with an anticipated start date of May 25, 2026.

Job Summary:

Under the direction and supervision of The Park Maintenance Manager, the employee is responsible for assigned maintenance duties throughout the Glencoe Park District.

Qualifications:

- Must be at least 18 years old or older.
- High school diploma or G.E.D. preferred.
- Must be able to perform the essential functions of the Parks Maintenance position, with or without reasonable accommodation.
- A valid Driver's License is required.
- Must be able to pass a criminal background check and drug test, which the Glencoe Park District will cover.

Required Knowledge:

- Working knowledge of basic maintenance tasks and procedures
- Understanding of maintenance needs across District parks and facilities.

Required Skills:

- Ability to safely operate basic landscaping and custodial equipment.
- Communicates respectfully, listens actively, and handles conflict in a professional manner.
- Works well with others and supports a positive team environment.
- Prioritizes tasks and uses time efficiently.

- Use good judgment and make timely, appropriate decisions.
- Identifies issues and works toward effective solutions.
- Communicates clearly and responds appropriately in one-on-one and small group settings.
- Demonstrates a willingness to learn, improve skills, and accept feedback.
- Follows policies, procedures, and safety guidelines.
- Ability to read, understand, and complete simple written communication.
- Provides courteous and professional service to the public.
- Works independently while supporting team members as needed.

Essential Duties and Responsibilities:

Maintenance

- As required, perform custodial and maintenance duties in caring for Beach House and adjacent grounds. Complete any duties when other custodial staff is absent. Complete the required daily maintenance schedule as assigned by the supervisor.
- Empty trash cans throughout the district and fill dog bag dispensers as assigned.
- Clean and wash floors, walls, windows, tables, chairs, sills, and counters in assigned areas on a daily, weekly, or seasonal basis as assigned.
- Empty garbage and recycling. Sanitize can liners and surfaces weekly.
- Maintain, restock, and clean all custodial supplies, work carts, and storage closets.
- Perform general landscape and horticultural work, such as planting and trimming trees and shrubs, grading old and new areas, and operating special landscape equipment.
- Mow and trim with tractors and small mowers.
- Operate landscape equipment (Blower, Trimmer, Edger)
- Install, repair, and paint fences and backstops.
- Prepare and mark with athletic field lines, softball and baseball diamonds, tennis courts, and football fields.
- Remove all garbage, paper, refuse material, etc., from parks and playground areas.
- Perform any other Park District duties as directed.

Records and Reports

- Required to complete and submit the use of a work checklist system to ensure high standards of cleanliness.

Safety

- Follow the proper use and care of all tools, equipment, and related Glencoe Park District property as utilized by the department.
- Follow the safety policies and procedures implemented following the Glencoe Park District safety manual. Immediately report any accidents, incidents, or violations to the Park Operations Supervisor.
- Use all provided personal protective equipment as required.
- Attend required in-service training, meetings, and orientations.

Collaboration

- Collaborate with facilities staff to address non-routine custodial issues.

Physical Requirements

- Standing: To clean walls and other areas; Assisting staff or customers.
- Sitting: Refer to the facility scheduling book to complete the checklist and paperwork.
- Reaching: To retrieve cleaning equipment, garbage, tables, and chairs. To clean areas.
- Pulling: To use cleaning equipment to set up rooms.
- Pushing: To push the maintenance cart, table and chair racks, television/VCR cabinet, projector, dolly, mop bucket, vacuum, broom, and mop.

- Lifting: To lift tables, chairs, cleaning supplies and equipment, garbage, boxes, and various apparatus to clean under. Up to 75 pounds.
- Bending: To pick up debris, garbage, mopping, cleaning equipment and supplies, boxes, etc. Up to 75 pounds.
- Walking: From room to room, to office, to garbage or adjacent grounds around Takiff Center.
- Communications: To effectively communicate with co-workers, supervisors, customers, and other job-related individuals.

Hours:

This is an hourly position, and the hours will primarily be from 7:00 a.m. to 3:30 p.m., with a half-hour for lunch, Monday through Friday.

Due to the nature of park district programming, evening, weekend, and some holiday hours are to be expected, and the work week may likely exceed the designated hours.

Pay Scale:

This is a seasonal, part-time, non-exempt (hourly) position. The pay rate for this position is **\$17.50 per hour**.

Final compensation will be determined in good faith based on an evaluation of the candidate's qualifications, experience, and the recommendation of the Parks Manager and the Director of Parks and Planning.

Benefits:

- Complimentary Seasonal Beach passes to the Glencoe Beach.
- Complimentary Membership to the Glencoe Fitness Center.

**To review the full job description, please contact the hiring manager.*

Glencoe Park District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Those applicants requiring reasonable accommodation to the application/interview process should notify the human resource manager.

Link To Job Posting Below

<https://glencoe-park.bamboohr.com/careers/223?source=aWQ9Mjl%3D>