



Facility Maintenance I

Des Plaines Park District

Contact Name: Nicole Dale
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Closing Date:
Salary: \$21.20

Description:

Due to a retirement within the department, we are hiring! **Please visit DPParks.org and click on the jobs tab to apply.**

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Facility Maintenance I
Grade: V
FLSA: Non-Exempt
Department: Parks

SUPERVISORY RELATIONSHIPS

Reports to: Mechanical Operations & Building Services Supervisor
Supervises: N/A

BASIC FUNCTION

Performs general, specialized, and preventative maintenance work and repairs at all Park District buildings and facilities, with emphasis on HVAC, electrical, plumbing, and building maintenance.

Schedule: Monday-Friday 12:30pm to 9:00pm.

ESSENTIAL DUTIES

1. Performs maintenance and repairs on all District building and facility systems including but not limited to: HVAC, plumbing, electrical, pumps, motors and boilers.
2. Diagnoses mechanical system problems, obtaining parts and making repairs as necessary.
3. Performs building, facility and equipment inspections, noting major equipment operating condition and emergency building systems.

4. Performs scheduled preventative maintenance on building equipment.
5. Works in "on-call" status for special operations and emergency situations.
6. Assists in all aspects of maintenance in the Park Department as needed: including snow removal operations, special event support, etc.
7. Works on all equipment at the Golf Center.
8. Performs repairs and adjustments at the Mountain View Adventure Center.
9. Perform daily custodial work, including set-ups as needed.

OTHER DUTIES

1. Responsible to performs overtime work as requested or required.
2. Works on whirlpoolrelated systems, monitoring water chemistry and the operating condition of pumps, motors, and electrical systems.
3. Follows all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
4. Performs additional duties as assigned.
5. Assists with special events including, but not limited to, the annual Fall Fest and the Live at the Lake Concert Series.

POSITION QUALIFICATIONS

Education: High School diploma or equivalent (GED)

Experience: Two years related experience.

Certifications: CPR and First Aid Certification, *classes available through the District upon hire*. Valid Illinois Driver's License, CPO/APO Certification preferred not needed.

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts