



Maintenance Specialist of Facilities & Utilities (Full-time)

Village of Hawthorn Woods

Contact Name: Erica De Luca
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Contact Phone: 847-847-3505
Closing Date:
Salary: \$62,000 - \$73,000

Description:

The Maintenance Specialist of Facilities & Utilities performs a variety of skilled maintenance and mechanical tasks in keeping assigned buildings, facilities, and grounds in an orderly, sanitary, and safe condition, including duties in the operation, maintenance and repairs of village sanitary sewer including sewers, forcemains and lift stations. In addition, this position ensures the maintenance operations, and repairs of our Aquatic Center system, parks amenities, and infrastructure. This position oversees and maintains essential mechanical systems including pool filtration and chlorination systems, park irrigation networks, pumps, and motors.

The Maintenance Specialist of Facilities & Utilities verifies code compliance of all Village buildings and electrical and plumbing units. This position works frequently with other employees to maintain the effectiveness of Village services, including seasonal demands such as Aquatic Center maintenance, storm clean up and snow plowing. Candidates must be self-motivated and possess the ability to work independently with minimal supervision. Candidates must demonstrate excellent problem-solving skills, attention to detail, and a proactive approach to preventative maintenance and facility operations.

QUALIFICATIONS

- *Education:* High school diploma or equivalent; preferred candidate has vocational or technical training or an Associate's or Bachelor's Degree from an accredited institution or trade school (or sufficient combination)
- *Experience:* 3-5 years of mechanical and/or facility maintenance experience, pool operational experience, building maintenance, utilities, sewer or related field. (or sufficient combination of education and experience)
- *Certification:* Possesses a valid Class B commercial driver's license or ability to obtain with our training program within first year of employment; Certified Pool Operator license (CPO); preferred or must be willing to obtain in first year of employment

DUTIES

- Performs troubleshooting and minor repairs of electrical wiring, plumbing, mechanical and irrigation sprinkler systems, often utilizing blueprints, and/or maintenance and repair manuals

- Performs start-up, shutdown and maintenance of all pumps, motors, heaters, valves, chemical feed, and equipment for seasonal outdoor Aquatic Center including winterizing parts of the building
- Maintains balanced water chemistry during the Aquatics summer season operations only.
- Responsible for the year-round daily maintenance of the Aquatic Center. Inspects and performs routine maintenance on heating, ventilation, and air conditioning units. Inspects and performs routine maintenance on water boilers, pumps, and motors. Make any necessary repairs.
- Maintains Park infrastructure including pavilions and gazebos. Opens and closes park bathrooms for the season.
- Performs painting and repairs utilizing proper preparation and methods of application
- Operates and maintains sewer lift stations including pumps, forcemain and air relief valves.
- Performs routine janitorial work including care of floors, walls, windows, furniture, toilet room fixtures, and waste disposal. Replace sanitary supplies and light bulbs as required.
- Inspects facilities for security, safety, or needed repairs and takes appropriate action
- Maintains supplies and communicates with vendors to prepare purchase orders for additional supplies as needed
- May supervise seasonal and/or part-time employees performing maintenance work
- Responds on off-duty hours for emergencies
- Participates in Village snow removal program
- Follows all safety rules and procedures established for work area
- Performs related duties and responsibilities as required including working in Village special events
- Inspects municipal HVAC systems, changes filters when needed, check fire extinguishers, keep first aid equipment and AED supplies current.

[Click here to view the full job description.](#)

BENEFITS

The Village of Hawthorn Woods provides a comprehensive benefits package, including IMRF, health, dental, and vision insurance, 457 retirement plans, flexible spending accounts, health savings accounts, paid time off, and holidays.

APPLY

Submit an application and resume to:

Village of Hawthorn Woods

Attn: Human Resources

2 Lagoon Dr. Hawthorn Woods, IL 60047

Phone: (847) 847-3505

Email: edeluca@vhw.org

[Click here to download the application.](#)