



## **Park Specialist - Parks & Playgrounds**

### **Addison Park District**

**Contact Name:** Evie Olech

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**Closing Date:**

**Salary:** \$24 - \$28 per hour DOQ

#### **Description:**

Join the Addison Park District Team as a Parks Specialist - Parks & Playgrounds

#### **Job Summary**

Under the direction and supervision of the Superintendent of Parks and Planning and the general assistance of the Parks Foreman, the Parks Specialist is responsible for a variety of park maintenance, turf maintenance, horticulture, forestry and recreation support activities, with an emphasis on general park ground maintenance and playground safety. This is a hands-on position with a majority of time to be spent working in the field. The normal work schedule is 7:00 a.m. to 3:30 p.m. and the Park Specialist is on-call as needed. This is an at-will position.

#### **Primary Duties**

- Organize, prioritize and direct multiple projects, labor and equipment needs.
- Demonstrate, lead and support the Park District's mission statement, vision and core values.
- Establish, support and maintain collaborative efforts with internal and external customers and organizations.
- Apply herbicides, fungicides and pesticides on all designated District Property.
- Responsible for all required and recommended inspections, documentation, recommendations and repairs of the parks, including shelters, playgrounds, paths, park amenities, etc.
- Maintain grounds through litter pickup, recycling and other activities.
- Work with other departments to maintain all Park District property, trails, paths, roads, parking lots, sidewalks, and surfaces, which include debris removal, grading and renovation as needed.
- Work with all snow removal operations, training and implementation.
- Responsible for managing the safety and cleanliness of property and equipment by identifying, repairing and inspecting park facilities, equipment, and amenities
- Responsible for the operation and preventive maintenance of Park District vehicles, tractors, ground equipment, implements and ensuring it is performed and reported. The maintenance may include, but is not limited to inspections, washing, checking fluids and any other maintenance as needed.
- Assist with horticulture maintenance which includes, but is not limited to, pruning and planting trees, shrubs, flowers and the respective maintenance as needed.

- Organize, prioritize and direct multiple projects, labor and equipment needs.
- Document man-hours and materials used on work orders to specific job requirements.
- Establish, support and maintain collaborative efforts with internal and external customers and organizations.
- Cross trained in all general areas of the Parks & Planning Department and assist in all areas needed.
- Adhere to safety policies and procedures as outlined in the safety manual and perform all job tasks within the rules and guidelines of the Addison Park District's safety program.
- Employee must perform all other duties as assigned.

### **Required Qualifications**

- Must have a high school diploma or equivalent (GED).
- Preference given to candidates with an associate degree or bachelor's degree in the related field such as: Turf Management, Horticulture, Urban Forestry, etc.
- Minimum of three (3) years of experience in related field or an equivalent combination of education and experience.
- Must have a valid Driver's License within three (3) months obtain a class C License (District provided).
- Must have a State of Illinois Pesticide Applicator's License within three (3) months of hiring (District provided).
- Must be CPR, AED, and NRPA Certified Playground Safety Inspector within six (6) months of hiring (District provided).

Full Job Description and Direct Application Found [HERE](#):  
Parks Specialist - Parks & Playgrounds - Addison Park District Jobs

**Addison Park District is an Equal Opportunity Employer**