



Parks Maintenance - Facilities

Bartlett Park District

Contact Name: Catalina Rodelo
Contact E-mail: crodelo@bartlettparks.org
Contact Phone: 630-540-4811
Closing Date:
Salary: \$22.00 - \$25.00

Description:

ABOUT US

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding communities. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

JOB SUMMARY

The Maintenance – Facilities team member must be sufficiently skilled to perform a wide variety of maintenance tasks without supervision. Must be able to supervise part-time staff. This is an at-will position.

PRIMARY DUTIES

- Make necessary repairs to electrical, mechanical, and plumbing systems in a timely manner.
- Perform visual inspection of all heating, ventilation, and air conditioning units.
- Assist with the opening and closing of the outdoor aquatic center, three spray playgrounds, and Park District outdoor water fountains in a timely manner.
- Maintain indoor & outdoor pool operations in accordance with the State of Illinois and County Health Department Pool and Spa Codes.
- Conduct daily routine checks on facilities and aquatic systems, including pool chemical testing.
- Maintain lightning detection systems.
- Complete monthly building inspections.
- Remove snow from parking lots, sidewalks, and throughout the Park District, as needed.
- Attend educational programs related to building maintenance and construction.
- Maintain and utilize Park District provided PPE while performing tasks.
- Must participate and maintain AED/CPR certification, offered by the Park District.
- Observe and follow all Park District safety policies and regulations. The safety of team members and participants is a continuing responsibility of all employees.
- Gain knowledge and understanding of Park District policies and procedures and see that they are adhered to at all times.

- Attend District-wide trainings, crisis trainings and staff trainings as directed.
- Perform other duties as assigned.

QUALIFICATIONS

- Must be at least 18 years of age and be a High school graduate or equivalent.
- Must have prior experience in facility maintenance, and be able to have flexible hours during prime seasons.
- Must obtain CPO certification within one-year of the date of hire.
- Must possess and maintain a valid Illinois Driver's License.

SCHEDULE & PAY

This is a Full-Time, FLSA Non-Exempt, at-will position. Hours are Monday-Friday, 7:00AM – 3:30PM (40 hours per week with nights and weekends as needed, including on-call schedule). During peak season (May - September), hours will be Monday - Friday, 6:00AM - 2:30PM or Tuesday - Saturday 6:00AM - 2:30PM. Pay range is \$22.00 - \$25.00/hour, DOQ.

BENEFITS OFFERED

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

Interested applicants please apply via the Park District website Employment - Bartlett Park District (bartlettparks.org). **Please include your Resume and Cover Letter.**

Position will remain open until filled. Interested and qualified applicants are encouraged to apply now as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.