



Facility Maintenance Crew Leader

Elk Grove Park District

Contact Name: Nick Kapetan

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Contact Phone: 847-228-3504

Closing Date:

Salary: \$26.18 - \$34.00

Description:

All applicants must apply online at <https://elkgroveparks.bamboohr.com/careers/339>

Hours: Monday - Friday 7:00am - 3:30pm

JOB SUMMARY

Under supervision of the Facility Maintenance Supervisor, the Facility Maintenance Crew Leader is responsible for managing and overseeing maintenance work with an emphasis on, the inspection, maintenance and repair of facilities such as, electrical, plumbing, heating and ventilation (HVAC) and assisting with the planning, logistics and administration of the Facilities Department.

ESSENTIAL JOB FUNCTIONS

- Leads Building Maintenance staff in the inspection, maintenance and repair of district facilities.
- Assists Facility Maintenance Supervisor in scheduling and distributing demand and preventative maintenance work requests.
- Assists Facility Maintenance Supervisor in completing demand and preventative maintenance work requests.
- Performs routine inspections and makes preventative maintenance repairs, and troubleshoots problems
- Assists in coordinating and overseeing the successful completion of intradivisional and intradepartmental projects.
- Coordinates and conducts in-service training.
- Coordinates and attends regular Parks & Planning Crew Leader/Specialists Meetings
- Coordinates and oversees facility maintenance contractual work
- Keeps inventory of relevant equipment
- Investigates and submits relevant capital requests to keep facilities in good working order
- Assists in the preparation of bids and specifications.
- Displays an ability to troubleshoot park and facility repairs and construction.
- Conducts Building Maintenance Section midyear and year end performance reviews.
- Performs evaluations of facilities, buildings and equipment.
- Inspects and performs preventative maintenance and repairs.

OTHER JOB FUNCTIONS

- Builds and maintains positive working relationships with co-workers, other departments and the public using principles of good customer service.

- Represents the Facility Maintenance Division and Parks & Planning Department to outside agencies, organizations and associations.
- Assists in the development and monitoring of Division, Department and District goals and objectives.
- Assists in the development of Facility Maintenance Division operating procedures.
- Leads and trains full, part-time and seasonal staff when required.
- Assists in the preparation, coordination and monitoring of the section's operating budget.
- Assists in the coordination of the section's record keeping.
- Assists in the development of capital plans for buildings, facilities and equipment.
- Assists other sections and divisions as necessary.
- Solicits internal and external customer feedback to improve efficiency and customer satisfaction.
- Assists in the preparation and supervision of reports, proposals and records.
- Assists in the development of internal and external customer satisfaction measurements.
- Assists in the preparation of bids and specifications.
- Performs other duties as necessary including but not limited to daily vehicle and equipment inspection and cleaning, office furniture moving, snow removal, ice making, paving repairs and installation, program and special event support and other tasks as assigned.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Knowledge of building and equipment maintenance and related areas including but not limited to miscellaneous hardware and equipment, general mechanical, electrical systems, plumbing, painting, carpentry and construction, and plumbing and piping systems..
- Ability to safely and effectively operate and maintain a wide variety of hand tools, power tools, vehicles and equipment.
- Ability to work in a team-based environment.
- Ability to use graphic instructions such as blueprints, layouts and other visual aids.
- Effective communication and interpersonal skills.
- Work independently under minimal supervision.
- Possess a valid State of Illinois drivers license.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities may be demonstrated by education or formal training equivalent to a High School Degree plus, four years experience in a related position. Education or formal training beyond high school in general trades and facility maintenance preferred. Any equivalent combination of education and/or experience may be substituted for the above.

Elk Grove Park District is an Equal Opportunity Employer

Summary of Benefits