



FT Parks Maintenance

Hoffman Estates Park District

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Closing Date:

Salary: \$50,000 - \$60,000

Description:

The Hoffman Estates Park District (HEParks), a multi award-winning park district, recently earned the Class IV Gold Medal at this year's NRPA conference and secured its third NRPA CAPRA accreditation. In the previous year, we achieved our fifth IAPD/IPRA accreditation and our ninth GFOA Award for Excellence in Financial Reporting. We stand unparalleled in the state of Illinois with both overall state and national accreditations combined with gold medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, more than 80 parks and athletic fields. Among our amenities are two recreation centers, a two-sheet ice arena, an 18-hole golf course with a Toptracer facility, and a remarkable 100,000+ sq ft fitness center (the Club). We take pride in offering the very best in the park district services and facilities.

We are seeking a knowledgeable, qualified individual to serve as a Parks Maintenance Employee. Individuals should possess knowledge of basic carpentry work with the ability to perform manual labor when maintaining the park districts facilities, playgrounds and overall assets.

The Hoffman Estates Park District is a proactive equal-opportunity employer.

Position Summary:

Parks Maintenance responsible for performing a variety of park labor duties to maintain and/or repair park properties and equipment.

Scheduling and Pay

This is a full-time, non-exempt position. The target hiring range is \$50,000-\$60,000 annually, depending on qualifications and experience. The schedule is comprised of four-day work weeks, Monday through Thursday 6:30am – 5:00pm.

Essential Duties and Responsibilities:

- Give directions to part-time staff as assigned by Supervisor.
- Conducts oneself in a professional manner.

- Responsible for overall maintenance of all district owned landscapes, native areas, preserves and park space.
- Carpentry work requires repair, install, and maintain district buildings, facilities, structures, fences, playgrounds and amenities.
- Ability to paint with skill both interior and exterior of park district buildings and aquatic facilities.
- Maintenance repairs to playgrounds and park district amenities.
- Installations of park memorials.
- Assist, when necessary, in the repair, replacement or laying of concrete for buildings, steps, and sidewalks.
- Assist, when necessary, in the repair of asphalt driveways, walking paths and parking lots.
- Responsible for the maintenance of drains and culverts.
- Responsible for maintaining all park signage, including making signs as required.
- Assist in maintaining turf in a professional manner employing proper mowing techniques.
- Responsible for sport field maintenance and athletic field striping.
- Sod installation, seeding, and restoration of parks grounds and athletic fields.
- Responsible for snow removal to ensure that walkways, drives, and parking areas are clear of snow and ice.
- Ensure that all parks' grounds and facilities are litter and trash free.
- Repair of parks irrigation systems.
- Assist with completing prescribed burns at select park locations.
- Plant, prune, remove, and maintain trees in parks, natural areas, and public spaces. Perform structural pruning and hazard mitigation to promote tree health and public safety.
- Possess and understanding of the importance of safety and sees that safe operation procedures are observed in all daily activities.
- Complete all other tasks assigned by your supervisor.

Position Requirements:

We are seeking a knowledgeable, qualified individual to serve as a Parks Maintenance Employee. Individuals should possess knowledge of basic carpentry work with the ability to perform manual labor when maintaining the park districts facilities, playgrounds and overall assets.

- Previous experience in grounds maintenance, landscaping, construction, or facilities maintenance preferred

Required Skills and Abilities:

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- CPR/AED certification or be able to earn within 60 days.
- Must possess a strong work ethic, highly motivated, self-starting, outgoing and energetic.

Knowledge:

- Basic knowledge of ground maintenance practices, landscaping, and custodial work
- Ability to operate and maintain hand tools, power tools, and equipment (mowers, trimmers, blowers, bobcats, tractors and etc.)
- Basic knowledge of safe work practices and use of personal protective equipment (PPE)
- Ability to follow verbal and written instructions
- Ability to work independently or as part of a team

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Working Conditions:

- Most activities will be performed outdoors.
- Employees may be exposed to cleaning agents and toner chemicals.

Benefits:

In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

Application Process (Until filled):

Please apply online at:

<https://www.paycomonline.net/v4/ats/web.php/portal/7E000DE8BA68EE33EB416631EB43F8E8/jobs/191135>

If you are unable to apply online, please submit your resume to Dustin Hugen, Director of Parks, Planning & Maintenance at dhugen@heparks.org