



## Facility Maintenance Worker - PT

### Northbrook Park District

**Contact Name:** Rich Silver  
**Contact E-mail:** rsilver@nbparks.org  
**Contact Phone:** 847-291-2993  
**Closing Date:**  
**Salary:** 17.00-20.00 per hour (DOQ)

#### **Description:**

**JOB STATUS:** Part time      **DIVISION:** Parks and Properties      **FSLA STATUS:** Non- Exempt  
**JOB LOCATION:** Joe Doud Administration Building

#### **Compensation & Hours:**

\$17.00-\$20.00 Per Hour

This is a Part-Time, non-exempt, Bargaining Unit position.  
Friday, Saturday, and Sunday Nights 2:00PM-10:00PM or 12:00PM-8:00PM with occasional weekday 8:00AM-4:00PM and weeknight 2:00PM-10:00PM opportunities.

#### **Benefits**

All employees are eligible for the Recreation Benefits usage, which includes discounted and/or complimentary services.

Join our Team as a Facility Maintenance Worker !! This position performs custodial and maintenance work involving the completion of general custodial duties under the supervision of the Facility Maintenance Supervisor. Responsibilities include maintaining the cleanliness, sanitation, and safe operations of a specified-work facility; performs routine custodial and building maintenance, including but not limited to, cleaning and sanitizing public areas, plumbing, woodworking, painting, and equipment use; set-up and takedown of recreational areas for programs, activities, and meetings use. Demonstrates commitment to the Mission, Vision and Guiding Principles of the District.

#### **Essential Job Duties**

- Skillfully and independently performs general custodial duties at the assigned facility; sweeps, dusts, and mops floors; dusts, polished and cleans furniture; maintains conditions and sanitizes bathrooms; empties trash, washes walls and windows at facility.

- Competently operates mechanized equipment for vacuuming carpets, shampooing carpets, and waxing and buffing floors.
- Competently operates an ice resurfacing machine and may assist with removal of old ice and set-up of new ice and other ice maintenance duties (ice maintenance duties at Sports Center facility only).
- Routinely performs plumbing tasks such as unclogging drains and tightening loose fittings.
- Diligently prepares recreational spaces for programs, activities, and meetings by setting up tables, chairs and other furniture and equipment as instructed; assists with takedown of recreational spaces.
- Responsibly and independently oversees early morning or late evening activities, opening/closing of building, set-up and takedown for room rentals.
- Willingly performs custodial activities on the outside grounds; picks up trash, litter, and debris; removes snow from sidewalks.
- Collaborates with internal and external customers in a positive manner.
- Proactively corrects and/or reports all potential hazards to supervisor, Risk Management department or public.
- Follows safe work practices.

To view job description, [click here](#).

### **Qualifications**

Must be 18 years of age or older. Completion of four (4) years of high school or equivalent including a general familiarity of customer service and building maintenance; or any equivalent combination of training and experience which provides the following knowledge, ability and skills.

### **Skills & Abilities**

- Safe use of tools and equipment used for cleaning and building maintenance
- Effectively perform general custodial duties
- Proficiently operate heavy machinery
- Communicate effectively both verbally and in writing
- Follow written instructions and schedules to properly assist with room set-up and takedown; must read warning labels on chemical cleaners
- Take initiative to complete tasks and identify areas that need custodial or maintenance attention during down time; will seek guidance from full-time custodian or facility manager when supervisor is not present
- Utilize minor handyman repairs; recognize when a certified technician must be contacted for proper repairs
- Follow machinery procedures
- Become CPR and AED certified

### **Knowledge**

- Building maintenance and cleaning procedures
- Basic building trades and equipment operation (painting, carpentry, plumbing, electrical)
- Grounds keeping and outdoor walkway maintenance

## **Physical Requirements**

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

- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to use hands to finger, handle, or operate objects, tools, or control; and reach with hands and arms. The employee frequently is required to stand or talk or hear. The employee is frequently required to walk, sit, climb or balance; stoop, kneel, crouch, or crawl; and smell.
- While performing the duties of this job, the employee may work in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee works with chemical cleaners and sanitizers. The employee works around heavy machinery and is regularly exposed to risk of electrical shock.

To apply, please complete a job application [here](#).

**Our Mission:** To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer