



Park Maintenance 1

Glen Ellyn Park District

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Closing Date:
Salary: \$19.00-\$22.00/hour DOQ

Description:

FULL-TIME JOB OPENING
HOURLY, NON-EXEMPT
PARKS MAINTENANCE 1
(Opportunities for growth within GEPD)

HOURS

We are hiring for **TWO Full-Time Park Maintenance I positions:**

1. Year-round schedule of **Sunday through Thursday**, 7:00am-3:30pm, with occasional evening and off-day hours for events and emergencies.
2. Year-round schedule of **Tuesday through Saturday**, 7:00am-3:30pm, with occasional evening and off-day hours for events and emergencies.

Applications accepted on our website. Please apply for the Park Maintenance I post listed with the desired schedule or apply separately for both to be considered for either schedule.

GEPD JOB OPPORTUNITIES

JOB SUMMARY

The Park Maintenance 1 position is an entry-level position under the direction and supervision of the Superintendent of Park Operations. The primary responsibilities include performing a variety of maintenance and landscaping tasks to provide safe and attractive parks, playgrounds, and athletic fields throughout the Park District.

Duties may include but are not limited to maintaining the grounds at our parks and facilities, i.e. mowing, trimming, edging, weeding, watering, trash picking/collection, etc.; athletic field prep and set-up; special event set-up/take-down; minor repairs to park elements, playground equipment, etc. and other duties as assigned. Other duties may include assisting with project work, preventative maintenance, snow removal of sidewalks and other areas. Additional hours of work during evenings and off-days for events and emergency situations may be required. This is an at-will position.

The Parks Department is generally a Monday-Friday operation. The ideal candidate will demonstrate a high level of responsibility when scheduled independently.

EDUCATION, EXPERIENCE, AND TRAINING

- The ideal candidate will be reliable, self-motivated, and have a strong sense of safety.
- A high school diploma or equivalent is required.
- A valid IL Driver's License is required and must be maintained along with a safe driving record. Familiarity with the Glen Ellyn area is a plus.
- Previous experience in a Parks department/capacity required; minimum of one year in a full-time Parks department role, preferred.
- Previous landscaping and/or grounds maintenance experience is preferred.
- General to skilled knowledge in the use of hand and power tools as well as gasoline and electric powered equipment is highly desired.
- Effective organizational skills, attention to detail, and the ability to shift tasks are essential.
- Basic computer skills including MS Office (Outlook, Excel, and Word) and Internet search abilities necessary to perform job duties.
- Must be in good physical condition to perform manual labor, stand and walk for extended periods of time and have manual dexterity and sufficient strength to lift and/or move 50 pounds or more on a regular basis.
- Ability to read, interpret, and utilize technical manuals, drawings/diagrams, and technical instructions as needed to perform job duties.
- Able to effectively communicate with supervisors and other staff as well as the public and provide quality customer service.
- Possess good problem-solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Possess strong safety awareness and utilize sound judgment in all aspects of this position.
- Able to work independently and as part of a team is essential.
- Available to work a flexible schedule including evenings and weekends to maintain operations, support special events, etc.
- Ability to work outside in various weather conditions including extreme heat, humidity, cold, wind, and snow.
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire.
- Must pass a pre-employment physical with drug screen.

BENEFITS WE OFFER

- Health Insurance (HMO or PPO medical option), dental, vision, and prescription coverage following 30 days of employment. Employee contribution for HMO is 8% and PPO is 13% while the District pays the remainder.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account with Medical and Dependent Care pre-tax payroll deductions.
- Employer Paid Life Insurance with additional voluntary options as well.
- Paid Time Off - including vacation, sick leave, 9 holidays, and 4* floating holidays. (*prorated first year)
- Four weeks of paid Paternity/Family Care Leave following one year of FT employment.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional Membership and Development opportunities.
- Recognition Incentives throughout the year and potential for year-end bonus.
- Tuition Reimbursement Program eligibility following one year of employment.
- Refer a friend that is hired, and both receive \$50 after 30 days of employment in good standing.

To apply, please complete an online application and include a resume and cover letter with your application. For questions, please contact Scott Norman, Superintendent of Park Operations, at snorman@gepark.org. Thank you!

The Glen Ellyn Park District is a local governmental agency serving all residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to “foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future.” We welcome you to apply to become a part of our great TEAM!