



Project Specialist I

Wheeling Park District

Contact Name: Katie Knox

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Closing Date:

Salary: \$21.00 - \$24.00 per hour

Description:

Job Title: Projects Specialist I

Job Status: Full Time – Non-Exempt

Department: Parks and Recreation Services

Primary Work Location: Parks and Facility Services Building

Reports To: Projects Foreman

Supervisory Responsibility: None

Position Summary

The Project Specialist I is responsible for working on district wide projects and repairs in parks and facilities; maintenance projects, construction projects, and special events for agency facilities and parks. The Projects Specialist I is under the direct supervision of the Projects Foreman. Most activities will be performed outdoors.

Essential Job Duties

- Performs construction duties, including but not limited to, plastering, painting, drywall, flooring, masonry and tuck pointing, concrete flat work, footings, park site amenity installation, playground equipment installation, fences, and bridges.
- Performs duties on specific projects for a group of parks specialists, giving direction, advising, and answering questions.
- Constructs playgrounds.
- Provides preventive maintenance and a variety of rough and finish carpentry and general building construction for Park District buildings and grounds.

- Maintains a pro-active approach to safety and risk management. Involved in creating, implementing, and evaluating sound risk management policies and procedures. Is prepared and cooperative with annual loss control review process.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Estimates equipment and material needs for specific job assignments.
- Assists with providing input and monitoring budgets for district projects.
- Purchases, maintains and oversees inventory of supplies and equipment.
- Submits and maintains accurate records and reports.
- Assists inspectors and other district employees on building code compliance.
- Inspects parks and building facilities on a weekly or daily basis.
- Performs general park and building maintenance, construction, and special setups as assigned.
- Snow removal in winter months.
- Participates in required training and safety programs as established by the Wheeling Park District.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Performs special projects or other duties as assigned.

Position Requirements

High school diploma or equivalent, with three (3) years' experience in related field of property and facility maintenance and repairs or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Minimum high school graduate. Experience in maintenance repair and construction field desired.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

Knowledge

- Good working knowledge of landscape and grounds, maintenance tools, equipment, shop and field practices.
- Pesticide license preferred.

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 accommodations 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 various pieces of equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May need to lift and/or move up to 25 pounds.

Working Conditions

- Most activities will be performed outdoors.
- Driving to other park facilities will require the worker to be outside.

- Employee may be exposed to cleaning agents and toner chemicals.

Benefits: Full-time Benefits include Medical Insurance (Blue Cross Blue Shield HMO or PPO), Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), Deferred Compensation Plans, Flexible Spending Accounts (Section 125), Eight (8) Paid Federal Holidays, Paid Vacation, Four (4) Floating Holidays, Twelve (12) Paid Sick Days, Tuition Reimbursement, Incentivized Wellness Plan, Health & Fitness Membership, Outdoor Pool Membership, Program and Facility Discounts.

APPLICATION PROCEDURE

All applicants must visit www.wheelingparkdistrict.com and submit a complete application.

<https://www.paycomonline.net/v4/ats/web.php/portal/07DEE904B0CEFE8BFD185D4FE939BC5F/jobs/356285>