



Parks Specialist

River Forest Park District

Contact Name: John Beto
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Closing Date:
Salary: \$22.00 - \$24.88/HR

Description:

Working Hours: The Park Specialist is a full-time non-exempt position working 40 hours per week, plus overtime. The scheduled work hours for this position are Monday – Friday, 7:00 AM to 3:30 PM, including ½ hour unpaid lunch. Hours may be shifted occasionally to accommodate specific tasks.

Summary: The Park Specialist is responsible for assisting the Director of Parks with the maintenance operations of the Park District grounds, facilities, and equipment.

Qualifications: 21 years of age. A valid Illinois State Driver License (Class A). In good physical condition with sufficient strength to lift and hold 50 pounds.

Immediate Supervisor: The Park Specialist reports to the Director of Parks.

Essential Functions:

1. Communicate with the Director of Parks regularly on Park District matters.
2. Landscape maintenance operations for the Park District. This includes but not limited to:
 - a. Turf maintenance: Mowing, irrigation, fertilizing, seeding, weed control, and trash removal.
 - b. Athletic field maintenance: Baseball diamond infields, soccer fields, football fields, basketball courts, tennis courts, and installation and maintenance of necessary apparatus of each field use.
 - c. Landscape maintenance: Soil grading and preparation, tree planting, tree trimming, tree spraying, tree watering, mulch bed maintenance, and flower bed maintenance.
 - d. Construction: Installation of park/playground equipment, park benches, park signage, retaining walls, and drainage systems.
3. Assist with the custodial maintenance of all Park District facilities.
4. Assist with any equipment repairs for the Park District. This includes but not limited to vehicles, tractors, any facility, or program equipment.
5. Assist the recreation department in set up, construction, and repair of all special event props.
6. Demonstrate exceptional customer service skills in all communications.
7. Promote a quality loss control/safety program for the Park District.
8. Perform any duties as assigned by the Executive Director.

Marginal Functions:

1. Attend Park District meetings as necessary.
2. Assist the recreation department with recreation/special event programs.
3. Substitute for the Park Ambassador if they are unable to perform their work.

Psychological Considerations:

1. Must be able to function effectively in a fast-paced environment.
2. Must be able to deal with people under stressful and demanding situations.
3. Must be able to function under stressful situations when first aid or CPR is required.

Physiological Considerations:

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Drive a motorized vehicle to travel to different locations.
3. Perform lifting tasks up to 100 pounds.

Environmental Considerations: Will be exposed to the elements when performing outdoor duties. Most duties are performed outdoors.

Cognitive Considerations: The Park Specialist must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.